

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

J

PAGE

1

OF

PAGES

2

2. AMENDMENT/MODIFICATION NO.

P00004

3. EFFECTIVE DATE

96APR26

4. REQUISITION/PURCHASE REQ. NO.

SEE SCHEDULE

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

7. ADMINISTERED BY (If other than Item 6)

CODE

82D CONTRACTING SQUADRON  
136 K AVENUE STE1  
SHEPPARD AFB TX 76311-2739

8. TO: NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

PHOENIX MANAGEMENT INC  
7005 JUNE BERRY COVE  
AUSTIN TX 78750

(✓)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

F41612-96-C0001

(✓)

10B. DATED (SEE ITEM 13)

95 NOV 29

CODE

FACILITY CODE

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods.

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

NO CHANGE

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

(✓)

MUTUAL AGREEMENT OF PARTIES

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return all copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

POC: STORY, SHIRLEY L.  
PHONE: 817-676-5187

SEE SCHEDULE

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Marjorie Strickland, President

CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

5/3/96

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

~~TANDY S. WEAVER~~ CHRISTI L. GUESS

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

96 May 9

A. The purpose of this modification is to incorporate the following pages concerning the Vehicle Operations/Maintenance guidelines in AFIs and AFMANs and revise the semi-annual vehicle inspection requirements in accordance with AFMAN 24-309, Chap 2.

B. Contract pages 1, 15, 31-56, 67-69, 80-83, 106, 107, 109-128, 137, 143, 145-151, 153, 154, 158-160, 162-172, 187A, 188A, 193-195, 197A are deleted in their entirety and the attached revised replacement pages 1, 15, 31-56, 67-69, 80-83, 106, 107, 109-128, 137, 143, 145-151, 153, 154, 158-160, 162-172, 187A, 188A, 193-195, 197A are substituted in lieu thereof which incorporates the new AFIs and AFMANs applicable to this contract. On page 40, requirements for a "no-notice inspection" and a 20% random inspection percentage are changed to "Wing Assessment Vehicle Inspection" and a random inspection of at least 10% of the installation fleet.

C. This modification is considered a no cost change and the Total Dollar Amount for Basic Year and Option Years 1, 2, 3, and 4 remain unchanged.

D. All other terms and conditions remain unchanged and in effect.

PERFORMANCE WORK STATEMENT

FOR

VEHICLE OPERATIONS

AND

MAINTENANCE

CONTRACT

#F41612-96-C0001

F41612-96-C0001

Revised Page

Modification  
P00004

2.1.11 Random Sampling. A sampling method in which each service output in a lot has an equal chance of being selected.

2.1.12 Sample. A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sampling size.

2.1.13 Sampling Guide. The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) by the random sampling method of surveillance.

2.1.14 Shall. Denotes imperative; expresses what is mandatory.

2.1.15 Will. May be interpreted to mean that the requirement is not always mandatory.

2.1.16 Contracting Officer. The Government agent awarding or administering contracts. The Contracting Officer is the only person authorized to contractually obligate the Government.

## 2.2 TECHNICAL DEFINITIONS PECULIAR TO THIS PERFORMANCE WORK STATEMENT.

2.2.1 Accident Repair. Repairs required as a result of collision, whether the object collided with a vehicle and regardless of whether the vehicle requiring repairs was a moving unit.

2.2.2 Analysis. Analysis provides a sound base upon which management can make valid decisions. Using analysis techniques, activities can determine and report on why the various vehicle management indicators (vehicle-out-of-commission (VOC), cost per mile, miles per gallon, etc.) behave as they do. If, for example, the VOC rate is up, the obvious reason would be an increased vehicle down for maintenance and or vehicle dead lined for parts rate. Thorough analysis will reveal why the rate is up and what action management needs to take to reduce the rate.

2.2.3 Building Manager. A contractor employee designated by the contractor as a point of contact on all matters dealing with real property maintenance and repair, fire protection and provided services, conditions of occupancy, and use of the Government furnished facilities.

2.2.4 Contractor Assigned Vehicles. Vehicles defined as pooled vehicles IAW AFMAN 24-309 which are operated and controlled primarily by contractor personnel.

2.2.5 Corrosion Control. The treatment required to prevent or correct corrosion on vehicles and equipment.

2.2.6 Deficiency. Condition which prevents a vehicle from meeting its designed operational requirement.

## SECTION C-5

### SPECIFIC TASKS

#### 5. GENERAL

##### 5.1 VEHICLE OPERATIONS.

5.1.1 VEHICLE MANAGEMENT. The contractor shall provide vehicle management as described in AFMAN 24 -309. Normal hours of operation shall be from 0730 through 1630 hours, Monday through Friday, unless directed otherwise by the Contracting Officer. Vehicle Dispatch hours of operation shall be 0400-2200 hrs, Mon thru Fri, and 0800-1700 hrs. Sat, Sun, and Holidays. Driver Licensing hours of operations shall be continuousl from 0730 through 1630 hours, Monday through Friday, unless directed otherwise by the Contracting Officer. Performance requirements are at Technical Exhibit 1 and estimated workload at Technical Exhibit 2.

##### 5.1.2 VEHICLE CLEANING AND CARE.

5.1.2.1 The contractor shall accomplish a daily inspection and cleaning of contractor assigned vehicles as listed in T.E.5f. The 82 TRW/CC and 80 FTW/CC vehicles as listed in T.E.14, shall be cleaned and inspected only on Mon. and Thur., and the remaining commanders vehicles as listed in T.E.14, once a week. Inspection shall be accomplished utilizing the appropriate 18XX series form IAW AFI 24-301 CHAP 1. Cleaning shall include; vacuuming interior, removal of trash, litter, debris, and foreign material from interior of the vehicle. The contractor shall indicate compliance with inspection and cleaning by completing the appropriate 18XX series form and affixing signature prior to operating the vehicle. Requirements set forth in this Paragraph also applies to contractor assigned vehicles not operated daily. (Ref: AFI 24-302 CHAP 1.

5.1.2.1.1 The contractor shall perform monthly tire pressure checks on contractor assigned and commanders vehicles NLT 3 workdays after the first day of the current month and indicate compliance by recording corrected tire pressure on the operators inspection guide and affixing signature on the appropriate 18XX series form. Vehicles on dispatch during first 3 workdays of the month will be checked and completed the same day the vehicle is returned from the user. (Ref: AFMAN 24-306, Chap 2, AFI 24-301 CHAP 1.

5.1.2.2 The contractor shall wash the exterior and clean interior of all contractor assigned vehicles, a minimum of once a week. The contractor shall wash the exterior and clean interior for the 82 TRW/CC and 80 FTW/CC vehicles Monday and Thursday each week and the remaining commanders vehicles once a week or as directed by FAC/QAE. Vehicles shall be washed with soap and water to remove all dust, dirt, and foreign substances. (Ref: AFMAN 24-306 and AFI 24-301 CHAP 1.

5.1.2.3 The contractor shall wax all contractor assigned vehicles a minimum of once every 90 days and commanders vehicles a minimum of once each month and more frequently when requested by the FAC. The contractor shall provide the QAEs list of vehicles by registration number and date each vehicle was waxed NLT than the end of the first duty day after each calendar quarter. (Ref: AFI 24-301 CHAP 1.

5.1.2.4 The contractor shall accomplish servicing, cleaning and waxing of all commanders vehicles as specified at Paras C-5.1.2.1 thru C-5.1.2.3. These vehicles may require more frequent cleaning and servicing as approved by FAC. The contractor shall pickup and deliver these vehicles as established by the FAC. The contractor shall provide a dedicated replacement vehicle when inspecting, servicing, cleaning and waxing commanders vehicles. The contractor shall make all vehicles listed at Technical Exhibit 14 available to the QAE after cleaning and servicing before vehicles are returned to commanders. The commanders vehicles that require inspecting, servicing, cleaning and waxing are listed at Technical Exhibit 14. Ref: AFI 24-301 CHAP 1, AFMAN 24-306 CHAP 2.

#### 5.1.3 VEHICLE WASHING FACILITY.

5.1.3.1 The contractor shall operate the Government furnished washing facility at Building 2112 during the vehicle dispatch hours of operation as specified in Para 5.1.1. The contractor shall maintain the wash facility in a state of cleanliness at all times. The areas that shall be maintained clean are wash rack stalls, wands and hoses, grounds in and around wash facility and inside building 2112. (Ref: AFI 24-301 CHAP 1.)

5.1.3.2 The contractor will provide all supplies; soaps, water softener, degreasers, scrub brushes, mops, rags, etc., for the washing facility and shall insure supplies are on the wash rack in sufficient quantities to meet base user needs. (Ref: AFI 24-301 CHAP 1.)

5.1.3.3 The contractor shall initiate a civil engineering work order immediately for any wash facility system failure that prevents use of the wash facility or wash stall(s). (Ref: AFI-24 - 301 CHAP 1.)

5.1.3.4 The contractor shall provide the QAE a written status report within two work days after failure of the wash facility. Report shall include; problem, parts required, work order date and number, and estimated time to be returned to service. Status report shall be updated with the most recent information and continued at 5 workday intervals until the wash facility is fully serviceable. (Ref: AFI 24-301 CHAP 1.)

5.1.3.5 In event of washing facility failure and the estimated in-commission date is in excess of 14 calendar days, the contractor shall contact the Functional Area Chief and Contracting Officer within two (2) workdays of failure for instructions on establishing an alternate washing facility location. The contractor shall establish an alternate wash facility site when directed by the Contracting Officer and shall be responsible for managing and supplying all required supplies for the temporary wash facility. (Ref: AFI 24-301 CHAP 1.)

5.1.3.6 The contractor shall be responsible for the upkeep of industrial vacuum cleaners provided with the wash facility to include; initiating Civil Engineering workorders immediately after failure, cleaning and dumping vacuum cleaner trash receptacles daily. (Ref: AFI 24-301 CHAP 1.)

#### 5.1.4 VEHICLE RECOVERY.

5.1.4.1 The contractor shall provide vehicle wrecker recovery service IAW Technical Order 36A-1-98 on SAFB and within 150 miles of the base, 24 hours per day, 7 days per week, and holidays included. This may require over and above driver requirements as specified in hours under para 5.1.1.  
(Ref: AFMAN 24-309 CHAP 1.)

5.1.4.2 The contractor shall provide for all vehicle wrecker recovery service in excess of government furnished equipment capabilities, 24 hours per day, 7 days per week, and holidays included. All cost for wrecker service above government furnished is the responsibility of the contractor. (Ref: AFMAN 24-309 CHAP 1.)

5.1.4.3 The contractor shall provide on-call licensed, vehicle wrecker recovery operators, 24 hours per day, 7 days per week, holidays included. (Ref: AFMAN 24-309 CHAP 1.)

5.1.4.4 The contractor shall provide the QAE and Base Command Post a current typed list of wrecker operators at contract start date and update list NLT 24 hours after any change occurs. (Ref: AFI 24-301 CHAP 1.)

5.1.4.5 Contractor vehicle wrecker operators shall respond to wrecker recovery requests within 15 minutes of notification of requirement. (Ref: AFMAN 24-309 CHAP 1.)

#### 5.1.5 PASSENGER AND CARGO MOVEMENT.

5.1.5.1 During vehicle dispatch hours of operation specified at Para C-5.1.1 all transportation services (taxi, transit aircrew, UDI, bus, tractor/trailer, fork-lift and wrecker operations) identified at Technical Exhibit 2 shall be provided. The contractor shall provide taxi, transit aircrew, passenger and cargo service, as requested within 10 minutes of requested time.

Modification  
P00004

After normal duty hours, services shall be provided within one hour of notification of requirement. (Ref AFMAN 24-309 Chap 2)

5.1.5.2 The contractor shall provide transportation to and from commercial terminals for grades 06 and above; civilian equivalent (GS15 - GM15); Medical Red Flag Student class/group from BIVOUAC area after graduation and transit aircrew members within 10 minutes of requested time during hours of operation or prior transportation support requested in advance. The contractor shall provide transportation for all protocol support missions as determined by protocol. Transportation to Dallas/Fort Worth Airport shall be provided as approved by the FAC. A list of commercial terminals are listed at Technical Exhibit 12. (Ref: AFI 24-301 CHAP 1.)

5.1.5.3 The contractor shall provide transportation support for transit aircrews and passengers to and from Aircraft and quarters within 10 minutes of requested time during the hours specified for dispatch operation at Para C-5.1.1. The contractor shall provide transportation support for transit aircrews to home base as approved by the Functional Area Chief. (Ref: AFI 24-301 CHAP 1.)

5.1.5.4 Contractor vehicle operators shall extend full courtesies to visiting dignitaries and protocol supported missions; assist in loading, unloading baggage, opening and closing doors. (Ref: AFI 24-301 CHAP 1.)

5.1.5.5 The contractor shall receive oral and written transportation requests and record the information on AF Form 868 screen in the Dispatch Automated Fleet Information System (DAFIS) computer system. Transportation requests not supported shall also be recorded and the reason for non-support entered in DAFIS.

5.1.5.6 The contractor shall provide the QAE a summary of the computer generated AF Forms 868 for the previous day NLT 1200 the next work day for review. The contractor shall provide the QAE total runs by type for the previous day NLT 1200 the next work day for the following categories; taxi, transit aircrew, UDI, wrecker, scheduled bus runs, unscheduled bus runs, tractor/trailer, and forklift runs. Records shall be retained by the contractor for the duration of the contract. At the conclusion of the contract performance period, records shall be turned over to the CO. DAFIS program shall be used for analysis and required reports.

5.1.5.7 The contractor shall provide UDI vehicles IAW AFI 24-301 CHAP 1.)

5.1.5.7.1 The contractor shall inspect, clean and service UDI vehicles IAW AFMAN 24-309 CHAP 1,) and sign the appropriate 18XX-series AF Forms prior to first dispatch each day. This does not relieve the contractor of the responsibility for cleaning, servicing and making the vehicle ready for subsequent same day dispatches NLT 2 hours from time the vehicle is turned in. Units using UDI vehicles as replacements must clean and service vehicles before they are returned to Vehicle Operations. (Ref: AFI 24-301 CHAP 1.)

5.1.5.8 The contractor shall not dispatch UDI vehicles for more than 72 consecutive hours without the written approval of the Functional Area Chief or designated representative(s). (Ref: AFI 24-301 CHAP 1.)

5.1.5.9 The contractor shall obtain written approval from the Functional Area Chief or designated representative(s) to dispatch vehicles outside the Permissible Operating Distance for SAFB. (See Technical Exhibit 13) The contractor shall provide transportation of Aircrews when aircraft are grounded for maintenance within 150 miles of SAFB. (Ref: AFI 24-301 CHAP 1.)

5.1.5.10 The contractor shall operate the vehicle dispatch with sufficient number of dispatchers, and vehicle operators, during hours specified at Para C-5.1.1 for dispatch and transportation of cargo and passengers IAW AFI 24-301, chap 1, 2. For Saturdays, Sundays, and Holidays, from 0800-1700 hours only one person will be required. This person can be utilized for both the dispatcher and driver using the contractor provided Mobile (cellular) telephone. The contractor shall provide bus transportation for movement of students during inclement weather. The estimated workload for transporting students is included as part of the work load at Technical Exhibit 2a and trip frequencies are listed at Technical Exhibit 3a. The contractor shall transport and handle hazardous material, munitions and explosives as required. (Ref: AFMAN 91-201)

5.1.5.11 The contractor shall ensure vehicle operators compliance with special handling procedures, securing loads, and correct weight distribution IAW AFMAN 24-306. Contractor vehicle operators shall insure use of seat belt restraint devices IAW AFI 24-301 , CHAP 1.)

5.1.5.12 The contractor shall provide vehicle operators to load and unload vehicles being shipped and received.

5.1.5.13 The contractor shall ensure that Minimum Mission Essential Vehicle Levels approved by the LG/CC are available to satisfy mission requirements. (Ref: AFI 24-301, Chap 1.

5.1.5.14 The contractor shall initiate request for permits for oversize, overweight, or other special military movements on public highways in the United States to the Base Traffic Management Office IAW AFR 75-24 and AFI 24-301 CHAP 1.)  
F41612-96-C0001 Revised Page Modification P00004

5.1.6.1 The contractor shall review AF Form 601 Equipment Action Request. The AF Form 601 and all required documentation will be presented to the Wing Logistic Group (LG) Commander for approval. Ref: AFI 24-301, Chap 1 and 5 and ATC Sup 1.

5.1.6.2 The contractor shall furnish the AF Form 601 and all required documentation to the Functional Area Chief (FAC) for review. Ref: AFI 24-301, Chap 1 and 5 and ATC Sup 1.

5.1.6.3 The contractor shall act as technical advisor to the Wing Logistic Group Commander. Ref: AFI 24-301 Chap 5.

5.1.6.4 The contractor shall prepare, provide, and maintain records associated with vehicle authorization/utilization proceedings IAW AFI 24-301, Chap 5 and ATC Sup 1.

5.1.7 VEHICLE AUTHORIZATIONS AND REGISTERED EQUIPMENT MANAGEMENT.

5.1.7.1 The contractor shall provide the LG written rationale for recommending approval or disapproval of requests for vehicles, IAW AFI 24-301 CHAP 1).

5.1.7.2 The contractor shall ensure vehicles are assigned against valid authorizations identified on the Major Command (MAJCOM) Vehicle Authorization Listing (VAL). The contractor shall ensure the CACRL (R-14/R-23) and OLVIMS records reflect accurate authorization and assignment data using the VAL as primary source document. (Ref: AFMAN 24-309 CHAP 8).

5.1.7.3 The contractor shall perform Registered Equipment Management System (REMs) functions IAW AFM 67-1 and AFMAN 24-309 CHAP 8) Responsibilities shall include but are not limited to the following:

- a. Monitor the VAL (to include tenants).
- b. Monitor the CACRL (to include tenant vehicle accounts).
- c. Review the table of allowances 012 and 002 monthly updates.
- d. Maintain VAL (to include tenants).
- e. Verify completed computer transactions with the D16 in the Equipment Management Section of Base supply.
- f. Process D16 inquiry cards.
- g. Clear computer rejects on REMs transactions.
- h. Receipting and issuing new vehicles (include vehicles shipped from other bases)

- i. Processing turn-ins for vehicles being shipped to other locations or transferred to DRMO.
- j. Loading, changing, and deleting authorization / in-use details on CACRL.
- k. Transferring vehicles from one CACRL detail to another.
- l. Reporting vehicles identified as unreported assets in the USAF Equipment Data Bank to Air Force Logistic Center.
- m. Ensuring all errors in the REMS reconciliation list are corrected.
- n. Maintain authorization records for Non-USAF vehicles (lease).
- o. Requesting authorization changes from MAJCOM using AF Form 601.

5.1.7.4 The contractor shall maintain vehicle authorization records IAW AFMAN 24-309 CHAP 8, and AFM 67-1.

5.1.7.5 The contractor shall at the completion of the contract, jointly with new contractor/FAC account for and assess the condition of all vehicles for transfer to the new contractor or the Government.

5.1.7.6 The contractor shall manage and maintain command and control vehicle authorizations and records IAW AFI 24-301 CHAP 7.

#### 5.1.8 PRIORITY BUY PROGRAM.

5.1.8.1 The contractor shall prepare a written analysis of various priority buy alternatives and their impact on fleet management using Technical Order 36A-1-1301; present the alternatives and impact to the Functional Area Chief and LG prior to finalizing the annual priority buy input. (Ref: AFI 24-301 CHAP 1).

5.1.8.2 The contractor shall prepare and submit the Annual Vehicle Priority Buy Program IAW Technical Order 00-25-249 and by suspense date established by the Functional Area Chief. (Ref: AFI 24-301 CHAP 1).

#### 5.1.9 FLEET ANALYSIS.

5.1.9.1 The contractor shall perform, prepare, and submit a written semi-annual analysis (July and January) of utilization versus capability of dispatch support, taxi, and bus service that determines the need for increases or decreases in vehicles assigned to support the dispatch support function. The analysis shall be submitted through the QAE to the Functional Area Chief

NLT 5 workdays after receipt of the June and December OLVIMS products. The Functional Area Chief will advise contractor of acceptability of recommendations and the contractor shall initiate justifications and or changes within 10 work days of notification. (Ref: AFMAN 24-309 CHAP 2).

5.1.9.2 The contractor shall perform, prepare, and submit an annual written analysis of fleet utilization IAW AFMAN 24-309 thru the QAE to the Functional Area Chief NLT the 5th workday of February of each calendar year.

The rotation portion of the analysis shall identify vehicles recommended for rotation. The Functional Area Chief will advise the contractor of vehicles, by registration numbers, to be rotated, and the contractor shall accomplish rotation of the vehicles within 30 days of notification. A summary of this analysis and resulting recommendations shall be briefed to the Functional Area Chief and Logistic Group Commander as specified in Para C-5.1.6.2, and a copy forwarded to MAJCOM NLT suspense established by the headquarters.

5.1.9.3 The contractor shall manage the vehicle rotation program (IAW AFMAN 24-309 CHAP 2).

5.1.9.4 The contractor shall maintain copies of all analyses for the duration of the contract.

5.1.9.5 The contractor shall administer the vehicle fuel conservation program for the Transportation Division.

5.1.9.6 The contractor shall attend meetings pertaining to transportation as required by the Functional Area Chief.

#### 5.1.10 VEHICLE CONTROL FUNCTION.

5.1.10.1 The contractor shall function as the VCO for contractor assigned vehicles and shall accomplish the duties specified in AFMAN 24-309 CHAP 2. The contractor is not required to maintain a Vehicle continuity folder for contractor assigned vehicles.

5.1.10.2 The contractor shall manage the Vehicle Control Function (VCF) for the using organizations( IAW AFMAN 24-309 Chap 2).

5.1.10.3 The contractor shall maintain a current list of all VCOs and provide the Functional Area Chief, QAE and Ground Safety a current copy at the start of the contract and as changes occur. (Ref: AFMAN 24-309 Chap 2).

5.1.10.4 The contractor shall orient all new VCOs/VCNCOIS. The contractor shall insure VCOs receipt for spare tires, jacks and special tools received with vehicles. The contractor shall maintain current copies of hand receipts signed by the VCO and insure hand receipts are updated when vehicles are rotated and or assignments change(Ref: AFI 24-301 CHAP 1).

5.1.10.5 The contractor shall conduct semi-annual VCO meetings. The contractor shall prepare, distribute, and maintain minutes. A copy of the VCO Meeting minutes shall be forwarded to each VCO and the QAE NLT 5 workdays after each meeting.

5.1.10.6 The contractor shall conduct semiannual Wing Assessment Vehicle Inspections. At a minimum, the contractor shall conduct a random inspection of at least 10 percent of the installation fleet every six months. The contractor determines the type based on trends that could affect mission support. Inspections shall emphasize safety items, unreported damage and operator care. Inspections criteria shall be developed locally and provided to each unit commander. A consolidated report shall be provided to the Logistics Commander after each inspection cycle. Ref: AFMAN 24-309, Chap 2.

5.1.10.7 The contractor shall accomplish annual Unit Vehicle Control Function assistance visits. The visits shall conform to requirements and shall be documented, distributed, and maintained (IAW AFMAN 24-309 CHAP 2).

5.1.10.8 The contractor shall develop and provide each VCO a written vehicle control guide book to assist in management of their unit assigned vehicles to include written procedures that pertain to off-base dispatch. REF: AFMAN 24-309 CHAP 2

5.1.10.9 The contractor shall review all special purpose vehicle lesson plans developed by the using organizations for compliance with AFM 52-4. The contractor shall maintain file copies of all approved lesson plans and shall provide an approved copy of each lesson plan to the appropriate organization(s). The contractor is responsible for developing lesson plans for contractor assigned vehicles. As a minimum, the contractor shall develop lesson plans for assigned tractor/trailers, buses, fork-lifts, wrecker and tug. The contractor shall develop lesson plans when additional vehicles are assigned to the contractor that require training. (Ref: AFI 24-301 CHAP 1.

5.1.11 VEHICLE RENTAL/LEASES.

5.1.11.1 The contractor shall prepare, initiate and process an AF Form 9, request for Purchase, for rental of vehicles or equipment to meet peak workloads or special requirements of less than 60 days and obtain approval IAW AFI 24-301 CHAP 5 for rentals in excess of 60 days. The contractor shall provide operator care and service, clean interior and exterior of rented vehicles. (Ref: AFI 24-301 CHAP 5)

5.1.11.2 The contractor shall prepare and submit AF Fms 9, Request for Purchase, thru the QAE, Functional Area Chief and appropriate funding agencies to the Contracting.

5.1.11.3 The contractor shall provide operators for the pick up, delivery to the user, and return of rental vehicles.

5.1.11.4 The contractor shall verify rental invoices and submit them to the Contracting Officer thru the Functional Area Chief, for certification.

5.1.11.5 Funding for rental or lease vehicles to compensate for VOC shall be the responsibility of the contractor.

5.1.12 U.S. GOVERNMENT CREDIT CARDS, TOLL TICKETS, AF FORM 15, AND AIR FORCE LICENSE PLATES

5.1.12.1 The contractor shall requisition, receive, issue, and control SF Forms 149, US Government Credit Cards, Toll Tickets, AF Forms 15 and Air Force License Plates IAW AFMAN 24-309 CHAP 2.

5.1.12.2 The contractor shall develop written procedures to insure the use of SF Forms 149, Toll Tickets, AF Forms 15 and Air Force License Plates are adequately controlled IAW AFMAN 24-309 CHAP 2.

5.1.12.3 The contractor shall provide users written instructions detailing use of SF Forms 149 and AF Forms 15 when forms are issued. The contractor shall reimburse the government for all cost, other than fuel and oil, that are charged on SF Forms 149 or AF Forms 15 for vehicles covered by this contract. (Ref: AFMAN 24-309)

5.1.12.4 The contractor shall collect and turn in to the Contracting Officer thru the Functional Area Chief any premiums obtained by credit card users.

5.1.12.5 The contractor shall account for the use of all credit cards; verify and file receipts and payments, enter use data into OLVIMS, and certify SF Forms 1094, U.S. Tax Exemption Certificate, if applicable. (Ref: AFMAN 24-309 CHAP 2 )

F41612-96-C0001

Revised Page

Modification  
P00004

5.1.12.6 The contractor shall brief vehicle users on obtaining services at other government installations. The contractor is responsible for cost of repairs charged by other government installations for repairs to vehicles covered by this contract. The contractor shall forward copies of work order for each work performed at other installations to vehicles covered by this contract to the QAE monthly, negative updates are required. (Ref: AFI 24-301 CHAP 1)

5.1.13 COST ACCOUNTING.

5.1.13.1 The contractor shall prepare and submit the AF Form 1474, Agency Report of Motor Vehicles, IAW AFI 24-301 CHAP 1 and other required reports as required by AFI 24-301, AFMAN 24-307, AFCSM 24-1, and as listed at Technical Exhibit 4.

5.1.13.2 The contractor shall prepare and submit budget estimates and updates for Vehicle Operations, Maintenance and the QAEs, for Government furnished equipment and materials as requested by the FAC. (Ref: AFI24-301 and AFI 24-302).

5.1.14 OPERATOR LICENSING/RECORDS/TRAINING.

5.1.14.1 The contractor shall perform operator licensing and training IAW AFMAN 24-309 CHAP 4. Operator Records and Licensing Section hours of operation shall be as specified at Para C-5.1.1. The estimated work load is listed at Technical Exhibit 2b.

5.1.14.2 The contractor shall provide operator training for operators of all contractor assigned vehicles other than AFI 91-207. Traffic Safety Education. The contractor shall train and road-test Unit Instructors when training and licensing requirements are for types vehicles assigned only to the contractor. (Ref: AFMAN 24-309 CHAP 2).

5.1.14.3 The contractor shall establish and maintain Drivers records IAW AFMAN 24-309 CHAP 4). The contractor shall maintain all AF Forms 171 for initial/renewal license issued and additions for a minimum of 6 months.

5.1.15 ACCIDENTS/ABUSE/MISUSE.

5.1.15.1 The contractor shall be responsible for processing and reporting vehicle accidents, abuse and misuse on all vehicles, other than Government furnished vehicles assigned to the contractor at Technical Exhibit 5f IAW AFMAN 24-306 and AFI 24-301 CHAP 4 . Accidents, abuse and misuse of Government furnished vehicles assigned to the contractor at Technical Exhibit 5f shall be reported, along with a letter of investigation, to the Functional Area Chief for review and recommendations to the Contracting Officer. After review, of

accidents and abuse, the Contracting Officer will release the Government furnished vehicle assigned to the contractor for repairs. The contractor shall not initiate repair action on accident and abuses for contractor assigned vehicles until a release is received from the Contracting Officer.

5.1.15.2 The contractor shall identify, report, and process vehicle abuse IAW the Chief of Transportations abuse policy. Vehicle Abuse policies are subject to changes and updates. The contractor shall implement updated procedures made by the Chief of Transportation. (Ref: AFI 24-301, CHAP 4, and AFI 24-302 CHAP 1, and AFMAN 24-307 CHAP 1).

5.1.15.3 The contractor shall insure all reported incidents of vehicle misuse are thoroughly investigated and corrective actions are completed IAW AFI 24-301 CHAP4, and AFMAN 24-307).

5.1.15.4 The contractor shall reimburse the Government for accident/abuse damage caused by Vehicle Operations/Maintenance contractor employees. Reimbursement shall be for all direct labor hours and Parts/Material cost as reflected on the AF Form 20 (Repair cost and Reparable Value Statement). The Government will deduct the repair cost from the next months payment due the contractor.

#### 5.1.16 TOP WHEELS PROGRAM

5.1.16.1 The contractor shall manage the Sheppard Top Wheels Program and perform the duties of the Vehicle Operations and Maintenance Control functions of the Top Wheels Program IAW AETCI 24-301.

## 5.2 VEHICLE MAINTENANCE.

5.2.1 VEHICLE MAINTENANCE AND MAINTENANCE CONTROL ANALYSIS. The contractor shall provide Vehicle Maintenance and Maintenance Control Analysis (MCA) as described in AFMAN 24-307, CHAP 2 for all vehicles and equipment located at Technical Exhibits 5b, 5d, and 5i. Normal hours of operation for Vehicle Maintenance shall be from 0730 thru 1630 hours daily, Monday thru Friday, unless directed otherwise by the Contracting Officer. Maintenance Control and Customer Service center hours of operation shall be continuously from 0730 thru 1630 hours daily, Monday thru Friday. Reports and Analysis and Material Control hours of operation shall be from 0730 thru 1630 hours daily, Monday thru Friday. Performance requirements are at Technical Exhibit 1 and estimated work load at Technical Exhibits 2c, 2d, 2e and 2f.

### 5.2.2 INTERMEDIATE MAINTENANCE.

5.2.2.1 The contractor shall provide intermediate maintenance, preventive maintenance and scheduled inspections/tests; repair/replace unserviceable parts, assemblies, sub-assemblies and components; refinishing, fabricating parts, making modifications; repair accessories and auxiliary equipment, body and structural repair; painting and upholstery repair. Ref: AFI 24-302, CHAP 1

5.2.2.2 The contractor shall provide all maintenance other than Depot level repairs AFLC (See Para C-2.2.8). Ref: AFMAN 24-307, CHAP 1.

5.2.2.3 The contractor shall maintain all vehicles to the standards contained in Technical Order 36-1-23. The replacement/repair of such items as; cracked steering wheels, cracked dashes, tears in upholstery, damaged or deformed sun visors, torn, loose or discolored headliners, damaged door panels, dents, scratches, etc., shall not be waived unless approved by the QAE. Ref: AFMAN 24-307, CHAP 1.

5.2.2.4 The contractor shall paint and mark vehicles IAW Technical Order 36-1-3. The contractor shall paint complete 20% of the base fleet listed at Technical Exhibit 5i each year. In addition to Technical Order 36-1-3, paint completes shall include; removing all rust, sanding all surfaces, removing dents, and scratches, applying a primer coat, painting interior and exterior metal surfaces. Paint shall meet or exceed original equipment manufacturers specifications. The contractor shall comply with the safety requirements specified in Technical Order 42A-1-1.

5.2.2.5 The contractor shall accomplish all upholstery repair and replacement utilizing material of a matching color, and equal in quality to original manufacturers specifications. The contractor shall not hand sew cuts and rips in seat covers or upholstery.

Seat covers will be removed and recovered or patched by machine.

5.2.2.6 The contractor shall maintain a Time Compliance Technical Order (TCTO) Log and accomplish all TCTO modifications, service bulletins, command directed alterations, local modifications, and removal of such items if required. Material not furnished as part of the TCTO Kit shall be the responsibility of the contractor. Any local modifications to vehicles and equipment shall be processed IAW DODI5000-2AF SUP 1, and AFI 24-302, CHAP 2. The estimated work load is listed at Technical Exhibit 2d.

5.2.2.7 The contractor shall develop a written seasonal equipment repair program for snow removal and grass cutting equipment that establishes procedures to ensure all seasonal equipment is fully serviceable at the beginning of the season. The contractor shall include start and completion dates for the snow removal and grass cutting equipment program. The contractor shall submit the plan to the Functional Area Chief for approval prior to implementing the program. Ref: AFMAN 24-307, CHAP 1.

5.2.2.8 The contractor shall provide corrosion control IAW Technical Orders 36-1-52, 36-1-3 and 36-1-23. The contractor shall inspect new vehicles received for corrosion treatment and annotate acceptance Limited Technical Inspection (LTI), initial OLVIMS Major work order and annotate historical records with type treatment applied. Vehicles received without corrosion treatment shall be treated with Type I preservative before being placed in service. The contractor shall inspect all vehicles and equipment and perform corrosion control during scheduled maintenance. The contractor shall remove rust, and spot paint bare metal on vehicle painted surfaces during scheduled maintenance as a part of corrosion control treatment. The estimated work load is listed at Technical Exhibit 2e.

5.2.2.9 The contractor shall accomplish annual winterization of the assigned vehicle fleet IAW Technical Orders 00-20B-5 and 36-1-7, and the winterization program shall be completed NLT 1 Nov of each year. The estimated work load is listed at Technical Exhibit 2e. An average of four vehicles shall require seasonal tire changes.

5.2.2.10 The contractor shall accomplish scheduled preventive maintenance, concurrent/special inspections, tests and calibration IAW intervals established at Technical Orders 00-20B-5, 37A-1-101, 36C-1-4, 00-20-1, 00-20-14 and the standards established at Technical Exhibit 1. The contractor shall perform scheduled preventive maintenance, concurrent/special inspections, tests and calibration on or before the date, miles, hours or kilometers as specified on the PCNSB004-021 report. The estimated work load is listed at Technical Exhibit 2d. Ref: AFMAN 24-307, CHAP 1.

5.2.2.11 The contractor shall process vehicles for storage IAW Technical Order 36-1-5. The contractor shall store vehicles in a secure area; protect removed parts, disconnected or exposed wiring from inclement weather; keep tires properly inflated; disconnect and wrap battery cables with tape at time the vehicle is placed in storage. The estimated work load is listed at Technical Exhibit 2d. Ref: AFMAN 24-307, CHAP 7.

5.2.2.12 The contractor shall process vehicles for shipment IAW Technical Orders 36-1-5 and 36-1-23 or as directed by MAJCOM. The estimated work load is listed at Technical Exhibit 2d. (Ref: AFMAN 24-307, CHAP 7.

5.2.2.13 The contractor shall coordinate all planned vehicle radio installations with base communications facility; shall be responsible for installation of wiring and 24 volt charging systems; shall be responsible for damage to radio equipment caused by the contractor; and shall submit all request for radio installation thru the QAE to base communications. Ref: AFMAN 24-307 CHAP 1.

5.2.2.14 The contractor shall be responsible for installation or transfer of vehicle accessories and special equipment IAW AFMAN 24-307, CHAP 7, as approved by the Functional Area Chief. The contractor shall be responsible for repairs and parts after installation.

5.2.2.15 The contractor shall be responsible for insuring all load and dialectic testing requirements are accomplished IAW Technical Orders 00-20B-5 and 36-1-58. The contractor shall notify users in writing when load and dialectic testing is due and provide maintenance assistance as requested by the user. The contractor shall obtain test certifications from users and file in the appropriate historical record.

5.2.2.16 The contractor shall inspect, repair and install exhaust purifiers on Air Force vehicles IAW Technical Orders 00-20B-5 and 38-1-23.

5.2.2.17 The contractor shall inspect, repair, replace, install, and clean seat belts and head restraining devices in Air Force vehicles IAW Technical Orders 36A-1-6 and 00-20B-5.

5.2.2.18 The contractor shall install and maintain Lunettes and Pintle tow attachments IAW Technical Order 36-1-121.

5.2.2.19 The Government, Precision Measurement Equipment Laboratory (PMEL) will provide calibration of all required gauges for Refueling Vehicles/Equipment. Contractor shall establish and coordinate calibration requirements with the PMEL shop. Removal/installation, delivery, and pickup of refueling gauges calibrated by PMEL is the contractors responsibility. Note: the contractor shall be responsible for hydrostatic testing of hoses.

F41612-96-C0001                      Revised Page                      Modification P00004

### 5.2.3 CUSTOMER SERVICE CENTER/MINOR MAINTENANCE

5.2.3.1 The Service Center, shall be manned continuously with a minimum of one dedicated full time person during hours specified at Para C-5.2.1. The contractor shall not cross utilize manpower to meet this requirement. The contractor shall perform a 100% quality assurance inspection of all vehicles released from maintenance. The contractor person performing the outgoing quality assurance inspection shall sign the quality assurance block on the OLVIMS major work order. The contractor shall be responsible for and accomplish minor repairs estimated at one (1) hour or less. Repairs shall commence NLT 15 minutes after receipt of vehicle for maintenance. The 15 minute start repair time will counts as part of the one (1) hour to complete minor maintenance. Minor Maintenance will be documented on an OLVIMS Major work order. (Ref: AFI 24-320, Chap 2 and 4).

5.2.3.2 The contractor shall IAW AFMAN 24-307, CHAP 4, provide on-site scheduled mobile maintenance for vehicles and equipment identified by the organization, because of design or immobility that cannot practically or economically be delivered to the vehicle maintenance facility. The contractor shall obtain a list of these assets from base users; develop a consolidated list by registration number; provide a copy of the list to the QAE NLT 7 days after contract start date. The contractor shall provide the QAE an updated list as changes occur. Ref: AFMAN 24-307 CHAP 4).

5.2.3.3 The contractor shall provide unscheduled mobile maintenance (Service Calls) to start or repair vehicles and equipment that are disabled away from the maintenance facility. The contractor shall provide unscheduled mobile maintenance within 15 minutes of notification of the requirement during duty hours and 45 minutes after non-duty hours, if vehicles fall below mission essential level; (MEL) for emergency vehicles, Ref. Para. 5.2.4.22. The contractor shall record all unscheduled mobile maintenance on an OLVIMS Major work order. (See Paragraph C-2.2.44 for definition of response time. Ref: AFMAN 24-307 CHAP 4).

5.2.3.4 The contractor shall provide serviceable replacement batteries and battery service IAW Technical Order 36Y4-1-171 for all assigned vehicles and equipment listed in Technical Exhibits 5b, 5d and 5i. Replacement batteries shall not be stored on-base. Unserviceable batteries shall be removed from base NLT the end of the next duty day after removal from the vehicle. Disposal of unserviceable batteries is the contractors responsibility. (Ref: AFMAN 24- 307 CHAP 4).

5.2.3.5 The contractor shall provide repair and replacement of vehicle and equipment tires IAW Technical Order 00-25-246, for vehicles and equipment listed at Technical Exhibits 5b, 5d and 5i. The contractor shall remove and install mounted tires, repair flats by patching or plugging. Tires shall not be vulcanized and

F41612-96-C0001

Revised Page

Modification P00004

Sealant shall not be used to repair flats. Unserviceable tires shall not be stored on-base. Unserviceable tires shall be removed from base NLT the end of the next duty day after removal from the vehicle. Disposal of unserviceable tires is the contractors responsibility. (Ref: AFMAN 24-307 CHAP 4).

5.2.3.6 The contractor shall use OLVIMS major work order to document all unscheduled mobile, and minor maintenance requirements. (Ref: AFMAN 24-307 CHAP 1).

#### 5.2.4 MAINTENANCE CONTROL AND ANALYSIS

5.2.4.1 The contractor shall collect, accumulate, store and input maintenance and operations data into OLVIMS IAW AFMAN 24-307 and AFCSM 24-1. The contractor shall verify the accuracy of data input into the OLVIMS and make corrections of erroneous data prior to any product output. The Maintenance Control and Analysis (MC&A) function shall be established and manned with a minimum of one dedicated full time person during the hours specified in Para C-5.2.1. (Ref. AFMAN 24-307 CHAP 2).

5.2.4.2 The contractor shall provide records, reports, and products specified in AFCSM 24-1 and AFMAN 24-307 CHAP 2). The contractor shall provide OLVIMS Retrieval Reports as requested by the FAC/QAE.

5.2.4.3 The contractor shall verify all reimburseable distribution codes with Accounting and Finance at the beginning of each fiscal year, and submit a list of all tenant organizations supported prior to embossing AF Form 1252 or inputting data into OLVIMS. (Ref: AFMAN 24-307 CHAP 6).

5.2.4.4 The contractor shall provide records, reports, and analysis as specified at Technical Exhibit 4.

5.2.4.5 The contractor shall perform, prepare and submit a written monthly analysis of performance, production, and deficiencies IAW AFMAN 24-307 CHAP 2 and 6, to the Functional Area Chief NLT the 10th day of the following month. The analysis shall identify causative factors and recommend solutions to correct existing deficiencies. The contractor shall provide additional written analysis as requested by the Functional Area Chief and MAJCOM.

5.2.4.6 The contractor shall process AF Form 15, USAF Invoice and SF 149, U.S. Government National Credit Card Receipts IAW AFMAN 24-307 CHAP 2, AFMAN 24-309 CHAP 2, and AFCSM 24-1.

5.2.4.7 The contractor shall prepare and submit budget estimates and budget estimate updates for government provided materials and equipment. (Ref. AFMAN 24-307 CHAP 2).

F41612-96-C0001

Revised Page

Modification  
P00004

5.2.4.8 The contractor shall maintain a Technical Order and Publication library IAW Technical Orders 0-1-01, 0-1-02, 0-5-1, 0-5-2, AFPD 21-3. The contractor shall appoint a Primary and Alternate Customer Account Representative (CAR) and (TODO) in writing to manage and order Technical Orders and publications. Individuals appointed as CARs shall attend government training at the earliest possible quota. The contractor shall maintain AFTO Forms 110, 131 and 187 in the management of the Technical Order files.

5.2.4.9 The contractor shall accomplish the Maintenance Control Function IAW AFMAN 24-307 CHAP 2. The Maintenance Control function shall be established and manned continuously with a minimum of one dedicated full time person during the hours specified at Para C-5.2.1.

5.2.4.10 The contractor shall provide on request, information pertaining to the maintenance status of any vehicle under going contract repair (estimated time in-commission is expected, status of back-ordered parts, etc.) to the Functional Area Chief, QAE or applicable Vehicle Control Officer when requested. (Ref. AFMAN 24-307 CHAP 2).

5.2.4.11 The contractor shall prepare and submit Depot repair requirement reports IAW Technical Order 36A-1-112, thru the FAC, to meet suspense dates established by the Functional Area Chief. (Ref. AFMAN 240-307 CHAP 2).

5.2.4.12 The contractor shall up-grade the maintenance priority of any vehicle that has accumulated 72 hours of vehicle down for maintenance time without repairs being commenced and initiate repairs immediately. Repairs will be continuously during the normal hours of operation specified at Para C-5.2.1 or as directed by the Contracting Officer. Vehicle down for maintenance start time will be the same as the time entered on the operators inspection guide and trouble report. The 72 hours of vehicle down for maintenance without repairs being commenced will be computed on a 24 hour per day, 7 days per week basis, and holidays included. If the 72 hour limit occurs during a weekend or on a holiday, repairs shall commence at the beginning of the next scheduled duty day. Ref: AFMAN 24-307 CHAP 1.

5.2.4.13 The contractor shall obtain the QAEs approval to "waive" any maintenance. Compliance shall be indicated by the QAEs initials on the applicable 18XX series form. Entries shall not be altered, obliterated or erased. Request to waive an item that is disapproved and waived items not validated by the QAE shall be corrected by the contractor. Request to waive non-safety items on vehicles in replacement code "A" through "J" shall be considered on a case-by-case basis and approved/disapproved by the QAE. The contractor has the option to perform such repairs on non-safety items by ordering the part(s) deferred or deferring the labor hours. All deferred parts and or labor hours shall be accomplished

Modification  
PO0004

F41612-96-C0001

Revised Page

on the next work order opened on the applicable vehicle. (Ref: Transportation Advisory Notice (TAN) 94-04, and AFMAN 24-307 CHAP 4 and 6).

5.2.4.14 The contractor shall accomplish delayed maintenance for parts and/or labor hours on the first work order initiated for scheduled or unscheduled maintenance, on the applicable vehicle. (Ref: AFMAN 24-307 CHAP 4 and 6).

5.2.4.15 The contractor shall not exceed the standards for delayed maintenance backlog as established at Technical Exhibit 1. At 35 hours per 100 vehicle equivalents. (Ref: AFMAN 24-307 CHAP 2 and 6).

5.2.4.16 Vehicle-out-of-commission start time will be the same as the time entered on the operators inspection guide and trouble report IAW AFMAN 24-307 CHAP 1. VOC time ends when Maintenance Control validates that all work has been completed. Compliance shall be indicated by placing start and stop times on the OLVIMS Major work order. Closed workorders shall be completed and forwarded to the QAE NLT one (1) hour after close-out time. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.17 The contractor shall perform the MDR Program IAW Technical Orders 00-35D-54, 36-1-42 and AFMAN 24-307 CHAP 1. The contractor shall perform dull sword MDR reporting on nuclear certified equipment listed in Technical Order 00-110N-16. (Ref: AFI 91-103, AFI 91-207 and AFMAN 24-307 CHAP 1).

5.2.4.18 Cost of repair associated with accidents, abuse, and incidents shall be the responsibility of the contractor up to the one-time repair limits established IAW Technical Order 00-25-249. Accident and abuse documentation shall be IAW AFMAN 24-307 CHAP 1 and AFMAN 24-309 CHAP 1, unless specified otherwise by the Chief of Transportations policy letter. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.19 The contractor shall accomplish repairs on transient Government vehicles on a priority maintenance basis as approved by the FAC. The estimated labor hours and material cost to repair transient Government vehicles are a part of the labor hours and parts cost listed at Technical Exhibit 2c. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.20 The contractor shall maintain the minimum VIC rates for various vehicle groupings established at Technical Exhibit 1. Ref: AFMAN 24-307 CHAP 1).

5.2.4.21 The contractor shall be responsible for repair costs up to the one-time repair limits established IAW Technical Order 00-25-249 for vehicles covered by this contract. When a repair estimate exceeds the one-time repair limit, excluding previously waived, delayed, or deferred maintenance, the contractor shall submit the requirement to the QAE. The repair costs that exceed the one-time repair limit will be negotiated between the

F41612-96-C0001

Revised Page

Modification P00004

Contracting Officer and the contractor prior to performing the work. The Contracting Officer may direct a "tear down and quote" to establish accurate repair costs. The government will reimburse the contractor for all negotiated repair costs that exceed the one-time repair limits. VOC time will stop when the QAE receives a repair estimate that exceeds the one-time repair limit and will start once the Contracting Officer has given approval for the repairs. If the repair estimates are in error and it is determined that the one-time repair limit would not be exceeded, VOC time shall be calculated from the time the contractor received the vehicle for repair and the contractor shall not be paid the negotiated repair cost that exceeds the one-time repair limit. Vehicles received, not in T.O. 36-1-23 condition, may be put in safe and service condition, after being approved by contracting officer. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.22 The contractor shall provide priority repair of vehicles IAW AFMAN 24-307, CHAP 2, at any time within one (1) hour of notification and shall continue until the number of vehicles is at or above the Minimum Mission Essential Level. On emergency vehicles; Fire Trucks, Ambulances, and Security Police, contractor repair shall be continuous 24-hour per day, 7 days per week, and holidays included, until completed. The contractor shall provide written procedures for recall of mechanics to the Contracting Officer NLT contract start date. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.23 Whenever the scheduled preventive maintenance or Deferred Maintenance backlog exceeds established standards, the government reserves the right to have these tasks performed by another contractor in order to meet the Performance Requirement. Cost incurred by the Government in exercising this right shall be reimbursed by the contractor to the Government. (Ref: AFMAN 24-307 CHAP 2 and 6).

5.2.4.24 The contractor shall provide data input services to support OLVIMS IAW AFMAN 24-309, AFMAN 24-307 CHAP 2 and 6 and AFCSM 24-1.

5.2.4.25 The contractor shall acquire written approval from the Chief of Transportation prior to assigning vehicle replacement codes A, B, C, or D. (Ref: AFMAN 24-307 CHAP 2).

5.2.5 TOP WHEELS PROGRAM.

5.2.5.1 The contractor shall perform the responsibilities of the vehicle maintenance function for the top wheels program IAW AETC Instruction 24-301.

#### 5.2.6 MATERIAL CONTROL.

5.2.6.1 The contractor shall use consecutively numbered sales slips to record issue of parts and supplies from inventory to individual work orders. Parts charges to individual vehicles and approved Low Cost Bench Stock items (L9999) shall be priced at the contractor's actual cost. The contractor shall submit request for L9999 items to the QAE for approval. All parts purchase invoices shall be maintained for the duration of the contract. The invoice and sales slip files shall be made available to the QAE upon request. (Ref: AFMAN 24-307 CHAP 3).

5.2.6.2 The contractor shall follow-up on delayed parts back ordered for over 10 days; shall commence follow-up on the 10th day parts are back-ordered; shall continue follow-up every 5 working days until parts are received; shall document the follow-up actions; and shall provide the QAE a copy of the documented findings NLT 1 work day after follow-up actions. (Ref: AFMAN 24-307 CHAP 3).

5.2.6.3 The contractor shall complete and forward to MCA sales slips issuing parts to individual workorders before workorders drop-off the PCNSB004-018. (Ref: AFMAN 24-307 CHAP 3 ).

5.2.6.4 Commercially purchased or contractor rebuilt parts may be used if they equal or exceed the quality of the original parts. (Ref: AFMAN 24-307 CHAP 3 )

5.2.6.5 Used parts may be used only on an exception basis when other sources have been exhausted and with written approval of the QAE. Used parts include cannibalization of parts from government furnished vehicles. (Ref: AFMAN 24-307 CHAP 1 and 6).

5.2.6.6 Cannibalization of parts from government vehicles shall not be accomplished without written approval of the QAE. All cannibalization actions shall be controlled and documented IAW AFM AN 24-307 CHAP 1 and 6).

#### 5.2.7 SHOP EQUIPMENT.

5.2.7.1 The contractor shall establish a schedule to perform inspection and maintenance of all shop equipment and machinery using Technical Orders 34-1-3 and 0-1-34 as a guide and shall maintain a current AFTO Form 244 for each item. The contractor shall maintain applicable Technical Orders/Commercial manuals for all government provided shop equipment. Ref: AFMAN 24-307 CHAP 1.

5.2.7.2 The contractor shall establish a calibration program for all test, measurement, and diagnostic equipment IAW Technical Orders 00-20-14 and 33K-1-100-1. Test, measurement and diagnostic equipment owned by the contractor and used to maintain Government vehicles and equipment that requires calibration, shall be

calibrated at commercial sources at the expense of the contractor. The contractor assigned equipment shall be calibrated at the same intervals as like equipment used by the Government. (Ref: AFMAN 24-307 CHAP 3).

5.2.7.3 Minor maintenance shall include repair of inoperative equipment, replacing components, parts, filters, handles, hinges, gaskets, refrigeration unit compressors, etc. (Ref: AFMAN 24-307 CHAP 1).

5.2.7.4 Intermediate maintenance shall include cleaning, adjusting, ordinary lubrications, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer. Ref: AFMAN 24-307 CHAP 1).

5.2.7.5 The contractor shall furnish all replacement parts. The quality of parts shall be equal to or better than parts in the equipment when the equipment was turned over by the government. (Ref: AFMAN 24-307 CHAP 3).

5.2.7.6 The contractor is responsible for repair costs on any single piece of equipment up to a repair cost of 75% of the replacement cost. If repair costs estimated by the contractor exceed the above limits, a detailed cost break-down shall be submitted to the QAE. If the Contracting Officer desires the contractor to repair the equipment, the contractor shall be reimbursed for all cost over the repair limit. Cost in excess of the repair limit shall be negotiated by the parties. Once the Contracting Officer approves repairs over the repair limit, the contractor shall make repairs to meet the other requirements of this contract even if the excess repair costs have not been finalized; in this case, a not-to-exceed cost will be specified prior to repair. Documentation and submission of warranty claims to equipment suppliers are the responsibility of the contractor. The contractor shall not be responsible for the cost of repair or replacement to the extent such repair or replacement is covered by and, in fact, reimbursed under a warranty. (See Paragraph 3.1.2) (Ref: AFMAN 24-307 CHAP 1).

5.3 CORRESPONDENCE. The contractor shall prepare Vehicle Operations, Maintenance, and Analysis related correspondence. Correspondence shall be prepared IAW AFMAN 37-123 and shall consist of replies, requests for assistance, suggestion evaluations and other routine correspondence to base or higher level activities. Correspondence shall be answered in a timely manner and meet all suspenses. Correspondence shall be typed and prepared for the signature of the Chief of Transportation. The contractor shall coordinate all correspondence through the QAE's prior to being forwarded to the Chief of Transportation for signature. The contractor shall correct and reaccomplish correspondence as required by the Chief of Transportation. All correspondence shall be managed IAW AFR 4-34 and AFI 37-138 (Ref AFMAN 24-307 CHAP 1 and 2).

F41612-96-C0001

Revised Page

Modification  
P00004

shall be activated as directed by the Chief of Transportation, Logistic Control Center (LGC), Command Post, Transportation Control Unit (TCU) or a designated representative of these functions. Some situations require the Transportation Control Center to notify by telephone key base personnel or agencies that certain plans and or base recalls have been implemented. (Ref: AFI 10-403, AFI 32-4001, AFI 24 301, AFMAN 24-309, and AFM 24-307 CHAP 7).

F41612-96-C0001

Revised Page

Modification  
P00004

5.8.1.6 The contractor will establish, man and operate a Mobility Sub-Motor Pool during activation or exercise of the Base Mobility Plan. The contractor shall provide one maintenance technician on standby at the sub-pool to perform emergency and minor maintenance for duration of exercises. Mobility Operating Procedures (MOP) 6 shall be used. The estimated workload is listed at Technical Exhibit 2b. (Ref: AFI 10-403)

5.8.1.7 Disaster Preparedness support responsibilities are outlined in AFI 32-4001. The contractor shall provide personnel and Government furnished equipment for specialized teams required in Base Operational Plan (BOP) 32-1. The contractor personnel who are members of specialized teams shall be trained by the Base Disaster Preparedness Office. The contractor shall update and maintain the appropriate annex to the BOP 32-1 as required by AFI 32-4001. The annex shall be submitted to the Contracting Officer for approval NLT 30 days prior to contract start date. The contractor shall assign a minimum of six (6) personnel to the vehicle decontamination (DECON) team. One shall be appointed chief and one primary alternate. Personnel must be designated in writing and the names submitted to the Functional Area Chief NLT contract start date. The vehicle DECON team is subject to be activated during any exercise or "real-world" contingency. Equipment required and used by the Vehicle DECON Team shall be maintained IAW Technical Orders 14P3-1-7, 14P4-1-151 and 14P4-9-31 and other applicable directives as required.

#### 5.9 SURGE OPERATIONS.

5.9.1 Upon notification by the Contracting Officer, the contractor shall provide vehicle management and maintenance to support national commitments, up to and including a declared war. (Note: See Para 2.2.37) (Ref: AFI 10-403, AFI 32-4001, AFMAN 24-309 CHAP 2, 3, 4 and 9 AFMAN 24-307 Chap 1).

5.9.2 The contractor shall provide vehicle management and maintenance 24 hours per day, 7 days per week and holidays included, for the duration of the emergency. The Contracting Officer shall advise the contractor verbally of the required level of effort and follow-up with a written change to the contract. A supplemental agreement shall be negotiated to compensate for service over and above the normal workload, pursuant to the "Changes" clause of this contract. (Ref: AFI 10-403, AFI 32-4001, AFMAN 24-309 CHAP 1,2,8,and 9 AFMAN 24-307 Chap 1).

5.10 MEETINGS. The contractor shall attend all meetings required by this contract and the Functional Area Chief.

AFI 91-207	USAF Traffic Safety Program	OCT 95	M
AFI 91-301	AF Occupational Safety Programs	MAY 94	M
AFI 91-302	AF Occupational Safety Standards	APR 94	M
AFM 52-4	Special Purpose Vehicle Training Manual	SEP 79	M
AFM 67-1 Vol.II Part 2	USAF Standard Base Supply System	NOV 87	A
AFM 67-1 Vol. VII Part 13	Standard Base Supply Customer's Procedures	APR 94	A
AFMAN 24-307	<u>Procedures</u> for Vehicle Maintenance Management	SEP 95	M
AFCSM-24-1	On-line Vehicle Interactive Management System (OLVIMS): End User Manual	MAY 95	M
AFMAN 24-306	Manual for the Wheeled Vehicle Driver	AUG 93	M
AFMAN 24-309	Vehicle Operations	NOV 95	M
AFMAN 37-123	Management Records	AUG 94	M
AFMAN 37-126	Preparing Official Communication	FEB 95	M
AFMAN 91-201	Explosive Safety Standards, Chapter 7	OCT 94	M
AFP 55-36	USAF OPSEC Guide	JUL 85	A
AFPD 21-3	AF Technical Order System Management	MAY 93	M
AFPD 23-3	Energy Management	SEP 93	A
AFPD 24-3	Operation, Maint & use of Transportation Vehicles & Equipment	OCT 93	M
F41612-96-C0001	Revised Page	Modification P00004	

AFR 75-24	Permits for Oversize, Overweight or other Special Movements on Public Highways in the United States	JAN 79	M
AFR 125-14	Motor Vehicle Registration and Related Requirements	MAR 85	A
AFR 900-3	AF Seal, Organizational Emblems, Use and Displays of Flags, Guidons, Streamers & Automobile & Aircraft Plates	DEC 95	M

F41612-96-C0001

Revised Page

Modification  
P00004

AIR EDUCATION TRAINING COMMAND (AETC) REGULATIONS

AETC IND 2	Numerical Index of AETC Standard Publications	SEP 94	A
AETC IND 9	Numerical and Functional Index of AETC Forms	OCT 94	A
AETCR 8-2	Transportation Advisory Notices (TANS)	MAR 92	M
AETCR 30-1	Issue and Control of AETC Civilian Identification Cards	SEP 92	A
AETCI 24-301	Top Wheels & Vehicle Repainting Program	DEC 93	M
AETCI 24-302	Vehicle Maintenance Management	May 95	M

82 TRAINING WING REGULATIONS

SAFB 2	Numerical Index of SAFB Standard	FEB 95	M
STCR 92-1	Fire Prevention Program	DEC 94	M

Note 1: AETC and SAFB Supplements will be maintained and will be advisory or mandatory to the extent of the basic.

Note 2: All AFOSH, OSHA, and NIOSH publications pertaining to vehicle operations and maintenance functions will be maintained and are mandatory

Note 3: All Transportation Advisory Notices (TANS) applicable to Vehicle Operations and Maintenance will be maintained and are mandatory.

F41612-96-C0001

Revised Page

Modification  
P00004

PERFORMANCE REQUIREMENT SUMMARY				
REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS-1 Contractor Personnel present a neat, groomed appearance C-1.2.2.1	Contractor personnel present a clean, neat appearance, wear identification badges and uniform	1 Defects Lot is the number of days in the month	Weekly Check 100%	.1%
RS-2 Provide UDI Support C-5.1.5.7 C-5.1.5.7.1 C-5.1.5.8 C-5.1.5.9	Within fleet limits, vehicles made ready for dispatch NLT 2 hrs after turned in, appropriate 1800 series form signed and not dispatched over 72 hrs and outside POD without prior approval	2 Defects Lot number of U-Drive-It request during the month	Weekly Check 100%	2.4%
RS-3 Manage Standard Forms 149 C-5.1.12 thru C-5.1.12.6	Forms accounted for, issued and managed IAW AFMAN 24-309 CHAP 1	0 Defects Lot is total number of SF 149s assigned to the base	Monthly Check 100%	.2%
RS-4 Inspection of DAFIS AF Form 868 C-5.1.5.5, C-5.1.5.6	DAFIS data information provided NLT 1200 next work day for review IAW AFI 24-301 CHAP 1	1 Defects Lot is total number of completed AF Forms during the month	Daily Check 100%	.4%
RS-5 Provide unscheduled taxi, bus, cargo movement C-5.1.5.1; C-5.1.5.2; C-5.1.5.4; C-5.1.5.10; C-5.1.5.15; C-5.1.5.17; C-5.1.5.20	Customer and cargo picked up within 10 minutes of requested time.	2 Defect Lot is the number of unscheduled responses during the month	Random Sample	30.0%
RS-6 Provide Scheduled Bus service (Red and Blue) Routes C-5.1.5.16	Bus arrived at stop no more than 5 minutes before scheduled time; departs stop no earlier than scheduled time nor more than 5 after scheduled departure time	2 Defects Lot is number of scheduled stops per day times the number of workdays in the month	Random Sample	10.2%
RS-7 Provide Transit Aircrew and Passenger Support C-5.1.5.3	Respond to Aircrew/Passenger Transportation Request within 10 Minutes of requested time	Lot is the number of aircrew/passenger responses during the month	Customer Complaint	N/A
RS-8 Provide Vehicle Recovery Service C-5.1.4.1 thru C-5.1.4.5	Wrecker responds within 15 minutes of notification of requirement	Lot is number of responses during the month	Customer Complaint	N/A
RS-9 Provide Vehicle Care To Contractor Assigned Vehicles C-5.1.2.1 thru C-5.1.2.3	Vehicles properly maintained IAW AFI 24-301 CHAP 1	2 Defects Lot number of contractor assigned vehicles times the number of workdays in the month	Random Sample	3.6%
RS-10 Operate The Wash Facility C-5.1.3.1 thru C-5.1.3.6	Facility clean, operational, and cleaning equipment and supplies available. If inoperative, action taken to repair or parts on order	1 Defect Lot is number of days in the month	Weekly Check 100%	.6%
RS-11 Manage Vehicle Control Program C-5.1.10.1 thru 5.1.10.9	Assure management compliance IAW AFI 24-301 CHAP 1	2 Defects Lot is number of VCO folders maintained per every six months	Semi-Annual Check 100%	1.1%

PERFORMANCE REQUIREMENT SUMMARY				
REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAX PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS12 Manage EAR/U C-5.1.6.1 thru C-5.1.6.6	Assure management compliance IAW AFI 24-301, Chap 1 and 5	1 Defects Lot is the number of 601 processed Annually	Annually Check 100%	.3%
RS-13 Provide Driver Licensing C-5.1.14.1; C-5.1.14.2; C-5.1.14.3	Licensing provided IAW AFMAN 24-307 CHAP 4	1 Defects Lot is number of licenses issued during six month period	Management Information System (MIS) Semi-Annual	1.1%
RS-14 Provide Accident, Abuse and Misuse Investigation and Reporting C-5.1.15 thru C-5.1.15.3	Investigation and reporting IAW AFMAN 24-307 CHAP 1	1 Defect Lot is number of accident, abuse & misuse folders maintained during the quarter	Quarterly Check 100%	.5%
RS15 Quality of Completed Work C-5.2.2 thru C-5.2.2.5	All work completed IAW applicable Technical Orders	2 Defects Lot is number of OLVIMS produced workorders during the month listed on the PCNSB004-115	Random Sampling	23.2%
RS16 Required Paperwork Completed C-5.2.4.9; C-5.2.4.12; C-5.2.4.13; C-5.2.4.14; C-5.2.4.16; 5.2.4.22	Completed paperwork must be accurate and completed IAW AFMAN 24-307 CHAP 1,2,3, and 6	2 Defects Lot is number of OLVIMS produced workorders during the month listed on the PCNSB004-115	Random Sample	1.3%
RS17 Maintain Vehicles Within Vehicle In-Commission VIC Standards C-5.2.4.20	Average monthly VIC rates shall not fall below fleet minimum VIC Rates B&K: 95% C&L: (Excluding FFGT/L-275) 92% D: 92% E: 95% L (L-275 Only) 92% L: (Fire Trucks Only) 95% Mgt Code 1000 thru 8800 and W 92%	0 Defects Lot is number of line entries in the breakdown	Monthly Check 100%	4.3%
RS18 Provide Vehicle Care For Commanders Vehicles C-5.1.2.4	Vehicles Properly Maintained IAW AFI 24-301 CHAP 1	2 Defects Lot is the number of Commanders Vehicles assigned times the number of cleanings per month	Weekly Check 100%	1.1%
RS19 Input Parts Cost and or Labor Hours into OLVIMS C-5.2.4.1	Parts cost and or labor hours correctly input to OLVIMS	1 Defects Lot is number of OLVIMS produced workorders during the month listed on the PCNSB004-115	Random Sample	1.3%
RS20 Accomplish Scheduled Maintenance And Annual Inspection/Test/Service C-5.2.2.10	All required scheduled maintenance inspections/test/service shall be completed as scheduled on PCNSB004- 021	0 Defects Lot is the number of vehicles requiring scheduled maintenance during the month	Daily Check 100%	8.6%
RS21 Provide Corrosion Control C-5.2.2.8	Corrosion control provided IAW base policies as specified in technical orders 36-1-23 and 36-1-52 as scheduled on the PCNSB004-021	2 Defects Lot is the number of vehicles requiring scheduled maintenance during the month	Daily Check 100%	4.3%

PERFORMANCE REQUIREMENT SUMMARY				
REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS22 Shipment of Vehicles C-5.2.2.12	All vehicles processed for shipment IAW technical order 36-1-23	0 Defects Lot is number of vehicles shipped during the month	Monthly Check 100%	.6%
RS23 Storage of Vehicles C-5.2.2.11	All vehicles processed for storage IAW technical order 36-1-5	1 Defect Lot is number of vehicles in storage during the month	Monthly Check 100%	.3%
RS24 Prepare Depot Repair Requirement Reports C-5.2.4.11	Reports prepared and provided IAW Technical Order 36A-1-112	0 Defects Lot is number of reports during the quarter	Quarterly Check 100%	.3%
RS25 Maintain TCTO Log C-5.2.2.6	Current status of TCTOs reflected on log	0 Defects Lot is number of TCTOs maintained during the six month period	Semi-Annual Check 100%	.3%
RS26 Verify Accuracy Of Indirect Cost Charging C-5.2.4.1; C-5.2.6.1	Approved items charged as indirect cost. Purchase sales slip equal indirect cost on the PCNSB004-005	1 Defects Lot is number of workdays in the month	Monthly Check 100%	.5%
RS27 Support Deployments, Disaster Preparedness and Other Required Exercises C-5.8.1 thru C-5.8.1.8 C-5.9.1 C-5.9.2	Provide sufficient vehicle management/maintenance to support mobility deployments, contingencies and exercises	1 Defect Lot is the number of mobility deployments, contingencies and exercises supported during the quarter	Quarterly Check 100%	.2%
RS28 Submit Required Reports C-5.4	Reports submitted IAW Technical Exhibit 4 and Para 5.4 except Depot repair requirement report	1 Defect Lot is number of reports required to be submitted during the month	Monthly Check 100%	.4%
RS29 Maintain Technical Orders and Publications Library C-5.2.4.8 and Section C-6	All Mandatory Technical Orders and Publications on-hand and up-to-date	2 Defects Lot is number of mandatory Technical Orders and Publications listed in Section C-6	RANDOM SAMPLE	1.0%
RS30 Delayed Maintenance C-5.2.4.15	Delayed maintenance hours less than 35 hrs per 100 vehicle equivalents	0 Defects Lot is number of vehicle equivalents assigned on PCNSB004-023 for site code 1	Monthly Check 100%	.4%
RS31 Vehicle analysis C-5.1.9.1 C-5.1.9.3 C-5.1.9.4 C-5.2.4.4 C-5.2.4.5	Analysis completed IAW AFMAN 24-309 CHAP 1 and AFMAN 24-307 Chap 2 AFSCM 24-1	0 Defects Lot is number of analysis required semi-annually	Semi-Annual Check 100%	.7%
RS32 Scheduled Mobile Maintenance C-5.2.3.2	All required scheduled mobile maintenance completed during the month	0 Defects Lot is number of required scheduled mobile maintenance during the month	Monthly Check 100%	.1%

AF FORM 713

F41612-96-C0001

Revised Page

Modification  
P00004

PERFORMANCE REQUIREMENT SUMMARY				
REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS33 Unscheduled Mobile Maintenance (Service Call) C-5.2.3.3	Unscheduled mobile maintenance responded to within 15 minutes of requested time during normal duty hours; 45 minutes after normal duty hours and all unscheduled mobile maintenance recorded on OLVIMS Major Work order	Lot number of unscheduled maintenance request during the month	Customer complaint	N/A
RS34 Manage Veh Authorizations and REMs System C-5.1.7 thru C-5.1.7.4	Assure management compliance IAW AFMAN 24-309 CHAP 8 and AFM 67-1 Vol II, Part 2, Chap 22	1 Defect Lot is number of DD FMs 1348-1 transactions during the month	Monthly Check 100%	.2%
RS35 Policing of Grounds C-1.10.2 thru 1.10.5; C-3.2.5.1; 4.7.1; 4.7.2; C-5.6 and Technical Exhibit 6	Grounds policed and maintained IAW requirements of the contract	1 Defect Lot is number of days in the month	Weekly Check 100%	.2%
RS36 Equipment Inspection and Maintenance C-5.2.7 thru C-5.2.7.6	All Government furnished equipment is inspected as required and maintained in a safe operating condition	0 Defects Lot is total number of pieces of Government furnished equipment	Monthly Check 100%	.2%

AF FORM 713

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
001	Contractor's Quality Control Plan Report					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-309 and AFMAN 24-307		C-1.3 thru C-1.3.2.2		Contracting Officer		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		One-Time	See Block 16			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
		1 Oct 92	Update As Changes Occur		Draft	Reg
16. REMARKS: Establish a Quality Control Plan to assure requirements of the contract are provided as specified. Provide three draft copies to the ACO NLT the Pre-Performance Conference and three approved copies of the plan to the ACO NLT contract start date.				LGCV	1	1
				15. TOTAL	1	1
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
002	Contractor's Quality Control Inspection File Report					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-309 and AFMAN 24-307		C-1.3.2.3		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		As Required	1 October 1995			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			As Required		Draft	Reg
16. REMARKS: Maintain copies of Quality Control Inspections throughout terms of the contract.				CPM	0	1
				15. TOTAL	0	1
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE	
003	Budget Inputs/Estimates Report					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFI 24-301 and AFMAN 24-307		C-5.1.13.2		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Annually	As Required			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			As Required		Final	
				Draft	Reg	Repro
16. REMARKS: Prepare, update and submit budget inputs/estimates for Government provided materials/equipment and fuel products.				82 LG/LGT	1	1
				15. TOTAL	1	1
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE	
004	Semi-Annual Historical Report					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
N/A		C-5.3		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Semi-Annual	1 April 1996			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			Semi-Annual		Final	
				Draft	Reg	Repro
16. REMARKS: Document historical data monthly and use as a source document to prepare the semi-annual historical report.				82 LG/LGT	0	1
				82 LG/LGT-QAE	0	1
				82 LG/LGTX	0	1
				15. TOTAL	0	3
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE

CONTRACT DATA REQUIREMENT LIST						FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.			F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE			
007	List of On-Call Vehicle Operators Report							
4. AUTHORITY: (Data Acquisition Data No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFI 24-301			C-5.1.4.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
		One-Time	1 October 1995					
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSES	b. COPIES		
			Update as Changes Occur			Final		
16. REMARKS: Maintain a list of on-call vehicle operators and send a copy of the on-call list to the QAE's. Update as changes occur and provide a current copy of the on-call vehicle operator list to the QAE's.						Draft	Reg	Repro
					82 LG/LGT-QAE	0	1	
					15. TOTAL			
					0	1		
1. DATA ITEM NO.		2. TITLE OF DATA ITEM				3. SUBTITLE		
008		Contingency/Emergency Service Plans Report						
4. AUTHORITY (Data Acquisition Data No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFI 32-4001 and AFI 10-403			C-5.8.1.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
		One-Time	1 October 1995					
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSES	b. COPIES		
			As Required			Final		
16. REMARKS: Plan is to be submitted at the time of Pre-Award Survey and updated as required.						Draft	Reg	Repro
					82 LG/LGT	1	1	
					82 LG/LGT-QAE	1	1	
					15. TOTAL			
					2	2		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
009	Annex to Base OPLAN 355-1 Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
API 32-4001		C-5.8.1.8		Contracting Officer			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		See Block 16	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			Revisions As Required		Final		
16. REMARKS: Annex to be submitted for approval 30 days prior to contract start date.					Draft	Reg	Repro
				LGCV	1	3	
				15. TOTAL		1	3
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
010	Control of off-base dispatches Report						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
API 24-301		C-5.1.10.8		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		One-Time	Contract Start Date				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			As Required		Final		
16. REMARKS: Provide written guidance for briefing Government owned vehicle operators being dispatched off-base.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT	1	1	
				82 LG/LGT-QAE	1	1	
				15. TOTAL		2	3
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
011	SF-149 Credit Card Billings Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-309		C-5.1.12 thru C-5.1.12.6		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		As Required	As Required				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			As Required		Final		
16. REMARKS: Match receipts with billing invoice; certify accuracy for payment and initiate tax exemption certificates when appropriate. Coordinate certified invoices with QAE before forwarding to ACF.					Draft	Reg	Repro
				ACF	0	1	
				15. TOTAL			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
012	Equipment Action Request (AF Form 601) Report						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-309		C-5.1.7.2; C-5.1.7.3 and C-3.1.2		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		As Required	As Required				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			As Required		Final		
16. REMARKS: Is required on transactions for new vehicle requirements, deletions, and for certain types of equipment.					Draft	Reg	Repro
				82 LG/LGT	0	1	
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
15. TOTAL				0	3		
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM RESERVED		3. SUBTITLE			
4. AUTHORITY: (Data Acquisition Data No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS:						
				15. TOTAL		
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE		
014		Priority Buy Program (LOG-LO-(A)-7301 Report				
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-309		C-5.1.8		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Annual	1 October 1995			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			End of March		Final	
				Draft	Reg	Repro
16. REMARKS: Report assembled in conjunction with REMs and submitted not later than date cited in Technical Order unless established otherwise by the MAJCOM or Functional Area Chief.				CPM	0	1
				82 LG/LGT	1	1
				82 LG/LGT-QAE	1	1
				AETC/LGTV	0	1
				15. TOTAL		
				2	4	
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	



CONTRACT DATA REQUIREMENT LIST						FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.			F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
017	Accidents/Abuse and Misuse Reports						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-307 and AFMAN 24-309		C-5.1.15		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	a. ADDRESSES		b. COPIES	
16. REMARKS: Reports are to be completed and filed IAW AFMAN 24-309 and AFMAN 24-307. Reports are prepared IAW the Chief of Transportations Policy Letters.							
				15. TOTAL	0	3	
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE			
018	Agency Report of Motor Vehicle Data (AF Form 1474)						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFI 24-301		C-5.1.13.1		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 15 Sep each Calendar Year	a. ADDRESSES		b. COPIES	
16. REMARKS: Is required on all hired vehicles from 1 Sep - 31 Aug each year. Due HQ AETC/LGTV by 15 September of each calendar year.							
				15. TOTAL	0	3	
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
019	Dispatch Support, Taxi and Bus Service Analysis Report					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-309		C-5.1.9.1		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Semi-Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 5 Days After Receipt of Jun & Dec OLVIMS Products	a. ADDRESSES	b. COPIES	
						Final
					Draft	Reg
					Repro	
16. REMARKS: This report compares utilization verses capability to determine need for increases, decreases and optimum vehicle mix to meet mission needs. Report is prepared IAW AFMAN 24-309, and AETC Sup 1. The report is maintained by contractor for duration of the contract.				CPM	0	1
				82 LG/LGT	0	1
				82 LG/LGT-QAE	0	1
				15. TOTAL	0	3
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
020	Annual Fleet Utilization and Rotation Analysis Report					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-309		C-5.1.9.3		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 5th Workday of Feb each Calendar Year	a. ADDRESSES	b. COPIES	
						Final
					Draft	Reg
					Repro	
16. REMARKS: Provides semi-annual report on the effectiveness of overall fleet management by vehicle type. Prepared IAW AFMAN 24-309 and AETC Sup I. Maintain analysis for duration of the contract.				CPM	0	1
				82 LG/LGT	0	1
				82 LG/LGT-QAE	0	1
				AETC/LGTV	0	1
				15. TOTAL	0	4
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
021	Vehicle Authorization Analysis Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-309		C-5.1.7.1		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		As Required	As Required				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			As Required		Final		
16. REMARKS: Analysis will be recorded or attached to AF Form 601. Vehicle Managers must have an adequate data base and a structured factor analysis when evaluating vehicle authorization request and re-evaluation. Each new request and re-evaluation.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT	1	1	
				82 LG/LGT-QAE	1	1	
				15. TOTAL	2	3	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
022	Semi-Annual No-Notice Vehicle Inspection Report						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-309		C-5.1.10.6		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Semi-Annual	AS Required				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			As Required		Final		
16. REMARKS: Prepare and maintain no-notice unit vehicle inspection findings. Provide copies to inspected organization within 15 days after inspection.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT	0	1	
				Cmdr of Unit	0	1	
				15. TOTAL	0	3	
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
023	Annual Vehicle Control Function Assistance Visit Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-309		C-5.1.10.7		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Annually	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			Annually		Final		
16. REMARKS: This report is to evaluate the effectiveness of the Unit Vehicle Control Program, inspect the program and discuss unit vehicle related problems					Draft	Reg	Repro
				CPM	0	1	
				Unit Commander	0	1	
				82 LG/LGT-QAE	1	1	
				15. TOTAL	1	3	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
024	Depot Repair Reports						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-307		C-2.2.4 and C-5.2.2.2		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		As Required	As Required				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			IAW T.O. 36A-1-112		Final		
16. REMARKS: Prepare report IAW T.O. 36A-1-112 to include forecasting requirements necessary to complete reports.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				AETC/LGTV	0	1	
				15. TOTAL	0	3	
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
025	Quality Deficiency/Dull Sword Material Reporting					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-307		C-5.2.4.18		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: Prepare report IAW T.O. 00-25D-54, 36-1-42 & AFMAN 24-307.				CPM	0	1
				Safety	0	1
				82 LG/LGT-QAE	0	1
				AETC/LGTV	0	1
				15. TOTAL	0	4
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
026	Time Compliance Technical Order (TCTO) Log Report					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-307		C-5.2.2.6		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Update As Required	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: Maintain current status of TCTOs and other higher headquarters inspections and service bulletins. Maintain the tcto file in Maintenance Control.				CPM	0	1
				15. TOTAL	0	1
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
027	Procedures for recall of mechanics Report						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-307		C-5.2.4.23		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		As Required	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			Update As Required		Final		
16. REMARKS: Procedures for recall are due to LGCV 30 days prior to contract start date.					Draft	Reg	Repro
				LGCV	1	1	
				82 LG/LGT-QAE	1	1	
				15. TOTAL			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
028	Seasonal Equipment Repair Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFMAN 24-307		C-5.2.2.7		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
			See Item 13				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			At Contract Start Date		Final		
16. REMARKS: Program to insure seasonal equipment is fully serviceable at start of season.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	1	1	
				15. TOTAL			
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE			
029	Emergency Vehicle Status Report					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFMAN 24-307		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Weekly	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION To be submitted to the 82 LG/CC as required	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: This report is required each Monday by 0730 by the 82 LG/CC unless requested otherwise. It consist of the status of Fire Fighting Vehicles, Sweepers and Snow Removal Equipment and shall be presented in slide form. It is subject to change as required.				82 LG/CC	0	1
				82 LG/LGT	0	1
				15. TOTAL		0
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE			
030	Refundable/Reimbursement Report					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Not Later Than the 10th workday of new month	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: Report list maintenance and labor cost on all tenant units which are reimburseable or refundable.				ACF	0	1
				CPM	0	1
				15. TOTAL		0
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO. 031	2. TITLE OF DATA ITEM OLVIMS Transaction Listing, VIMS Transaction Edit (PCNSB004-005)			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Data No.) AFCSM 24-1		5. CONTRACT REFERENCE C-5.4		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Daily	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION End of Day	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: Indicates all transactions processed into OLVIMS and identified VIMS data in error.				CPM	0	1
				15. TOTAL	0	1
1. DATA ITEM NO. 032	2. TITLE OF DATA ITEM REMS Reconciliation List (PCNSB004-013)			3. SUBTITLE		
4. AUTHORITY: (Data Acquisition Data No.) AFCSM 24-1		5. CONTRACT REFERENCE C-5.4		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION End of each month	a. ADDRESSES	b. COPIES	
					Final	
				Draft	Reg	Repro
16. REMARKS: Compares vehicle registration numbers in the OLVIMS with vehicle registration numbers recorded in Base Supply. Used to adjust inventory, prices, National Stock Numbers, and vehicle replacement codes. Vehicle replacement codes will be updated in the REMS "FIC" Transactions.				CPM	0	1
				REMS	0	1
				82 LG/LGT-QAE	0	1
				15. TOTAL	0	3
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE	
033	REMs Reconciliation List (PCNSB04-014) (DISC)					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Monthly	1 October 1995			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			Monthly		Final	
16. REMARKS: Vehicle replacement coding will be updated in the REMS "FIC" transactions.					Draft	Reg
				REMS	0	1
				15. TOTAL	0	1
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE	
034	Scheduled Maintenance by USAF Management Code (PCNSB004-021)					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Weekly	See Item 13			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
		Within Each Week	Within Each Week		Final	
16. REMARKS: Indicates scheduled vehicle inspections for a 4-week period. Used to schedule work and to ensure all inspections are completed. Report is sequenced by vehicle registration number.					Draft	Reg
				CPM	0	1
				82 LG/LGT-QAE	0	1
				15. TOTAL	0	2
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
035	Scheduled Maintenance by Organization (PCNSB004-022)					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Weekly	See Item 13			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			Within Each Week		Final	
				Draft	Reg	Repro
16. REMARKS: Indicates scheduled vehicle inspections for a 4-week period. Used to schedule work and insure all inspections are completed. Report is sequenced by assigned organization.				CPM	0	1
				VCO	0	1
15. TOTAL					0	2
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
036	Vehicle Master List by USAF Management Code (PCNSB004-023)					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Weekly	See Item 13			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			Within Each Week		Final	
				Draft	Reg	Repro
16. REMARKS: Sequenced by management code. This report is used by Vehicle Operations and Maintenance Control for making one-time repair decisions and monitor vehicles that have been in for repair for more than 25 days.				CPM	0	1
				82 LGT/LG-QAE	0	1
				Fleet Mgt	0	1
15. TOTAL					0	3
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
037	Vehicle Master List by Organization (PCNSB004-024)					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Weekly	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Within Each Week	a. ADDRESSES	b. COPIES	
						Final
					Draft	Reg
16. REMARKS: Sequenced by Owning Command and Organization. Includes static and variable vehicle information required for day-to-day operation. Provides total number of vehicles, equivalents, and replacement categories.				CPM	0	1
				82 LG/LGT-QAE	0	1
				Fleet Mgt	0	1
				VCO	0	1
				15. TOTAL	0	4
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE		
038	Vehicle Maintenance Management Report (PCNSB004-032)					
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Not Later Than 5th work- day of new month	a. ADDRESSES	b. COPIES	
						Final
					Draft	Reg
16. REMARKS: Provides maintenance cost data necessary to aid managers in completing their mission. Reflects vehicle down time rates and those with 6 or more closed work orders during the month.				CPM	0	1
				AETC/LGTV	0	1
				82 LG/LGT-QAE	0	1
				15. TOTAL	0	3
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
039	Vehicle Static Maintenance Data List (PCNSB004-048)						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFCSM 24-1		C-5.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Quarterly	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			End of Each Quarter		Final		
16. REMARKS: Reflects vehicle static data. Used to schedule maintenance intervals and to verify replacement code criteria.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				15. TOTAL	0	2	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
040	Quarterly Summary Transmittal List (VIMS) Quarterly Correction List (OLVIMS) PCNSB004-056						
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFCSM 24-1		C-5.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Quarterly	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
			End of Each Quarter		Final		
16. REMARKS: Report and Analysis reviews this listing to insure the corrected inputs have been accepted and are correct.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				15. TOTAL	0	2	
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE	
041	Quick Reference List (PCNSB004-063)					
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Bi-Weekly	1 October 1995			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			By Third Week Each Month		Final	
16. REMARKS: Report is in management code sequence. Listing is used by the Maintenance Controller to obtain information needed to open a work order.				CPM	0	1
				15. TOTAL	0	1
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE		
042		Odometer/Hourmeter Reconciliation List (PCNSB004-064)				
4. AUTHORITY (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
AFCSM 24-1		C-5.4		Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
		Every 55 Days	1 October 1992			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES	
			When Required		Final	
16. REMARKS: This report is used to update mileage/hours in the OLVIMS System.				CPM	0	1
				VCO	0	1
				15. TOTAL	0	2
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
043	OLVIMS Automated Analysis (PCNSB004-115)						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFCSM 24-1		C-5.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Monthly	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
		End of Month	Not Later Than 10th day of the new month		Final		
16. REMARKS: The automated analysis is a monthly oriented statistical summary which is provided in a performance chart format, consisting of computer produced charts.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				AETC/LGTV	0	1	
				15. TOTAL	0	3	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
044	In Shop Listing/VOC Report						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFCSM 24-1		C-5.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Daily	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
		NLT 0800 each work day			Final		
16. REMARKS: The automated OLVIMS daily in shop status report and VOC rates is used to monitor status of vehicles in the shop for repair and monitor VOC rates on a daily basis.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				15. TOTAL	0	2	
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188		
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
045	Quality Indicators Report (PEERS)						
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
AFM 24-307		C-5.4		Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
		Monthly	1 October 1995				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
		End of Month	Submit to Arrive at HQ AETC/LGTV NLT 10th day of new month		Final		
16. REMARKS: Quality Indicators (QI) is a report of Vehicle-Incommission-Rates (VIC) for designated categories of vehicles and categories are subject to change as required by HQ AETC/LGTV.					Draft	Reg	Repro
				CPM	0	1	
				82 LG/LGT-QAE	0	1	
				AETC/LGTV	0	1	
				15. TOTAL	0	3	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE			
4. AUTHORITY: (Data Acquisition Data No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSES	b. COPIES		
					Final		
				Draft	Reg	Repro	
16. REMARKS:							
15. TOTAL							
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Annex to Base OPLAN 32-1 Report	VOM - 009		
3 DESCRIPTION/PURPOSE Provide annex which defines personnel and equipment for specialized teams required to support base OPLAN.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP Annex provides maximum required support of base OPLAN requirements.			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS The annex must be typewritten and must encompass the scope of responsibility in support of base OPLAN.  (Contract Reference: C-5.8.1.7)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Vehicle Control Program Meeting/ Minutes Report		2 IDENTIFICATION NUMBER  VOM - 015	
3 DESCRIPTION/PURPOSE Conduct semi-annual VCO meetings and prepare, distribute, maintain and file minutes.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Minutes must be typewritten, distributed, and file copy retained. (AFMAN 24-307)  (Contract Reference: C-5.1.10.5)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89  
F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Accident/Abuse/Misuse Report	VOM - 017		
3 DESCRIPTION/PURPOSE Reports are required to track and highlight areas for corrective action(s).			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS Reports will be prepared in accordance with AFI 24-301, CHAP 4, and AFMAN 24-307, CHAP 1.  (Contract Reference: C-5.1.15)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89  
F41612-96-C0001

Revised Pages

Modification  
P00004

## DATA ITEM DESCRIPTION

FORM APPROVED  
OMB NO. 0704-0188

1 TITLE Agency Report of Motor Vehicles Data (AF Form 1474)	2 IDENTIFICATION NUMBER  VOM - 018
---	--

## 3 DESCRIPTION/PURPOSE

All vehicles rented during the period 1 September through 31 August each year requires a special report to be submitted to HQ AETC/LGTV.

4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
---------------------------	-----------------------------	-------------------	--------------------

## 7 APPLICATION/INTERRELATIONSHIP

Report will be complied with other bases by Hq AETC/LGTV and forwarded to HQUSAF/LETN. With this information they will be able to determine the types of vehicles, source of hire and the cost of hired vehicles.

8 APPROVAL LIMITATION NA	9a APPLICABLE FORMS NA	9b AMSC NUMBER NA
-----------------------------	---------------------------	----------------------

## 10 PREPARATION INSTRUCTIONS

The AF Form 1474 entries are self-explanatory. The report will cover the period of 1 September through 31 August each year. The report is required to be at HQAETC/LGTV by the 15th of September each year. The report will include the types hired, source of hire and cost of vehicles hired. A copy of this report will be maintained on file. Reference AFI 24-301, CHAP 5.

(Contract Reference: C-5.1.13.1)

## 11 DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Dispatch Support, Taxi and Bus Service Analysis Report		2 IDENTIFICATION NUMBER  VOM - 019	
3 DESCRIPTION/PURPOSE Effective Dispatch Support must include a constant assessment of services provided, customer needs, economy and effectiveness of section performance. Dispatch Support, Taxi and Bus Service Analysis must be analyzed semi-annually as well as analysis of overall operation to identify workloads, peak periods, and necessary management action(s).			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Analysis and recommendations must be typewritten and accomplished and maintained IAW AFMAN 24-309, CHAP 2.  (Contract References: C-5.1.9.1)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89  
F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Annual Utilization and Rotation Analysis Report		2 IDENTIFICATION NUMBER  VOM - 020	
3 DESCRIPTION/PURPOSE Annual Analysis will provide a report on the effectiveness of overall fleet management for the entire fleet and will be by vehicle type. Analysis will be used in determining trends in utilization, cost, fuel usage, VOC rates, rotation requirements etc.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Report will be used to identify problem areas and recommend corrective action such as rotating newer vehicles or vehicles with lower mileage, improvements in driver training, eliminating unnecessary vehicles.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Report must be typewritten and as a minimum cover those areas identified in AFMAN 24-309, and AETC Sup I.  (Contract Reference: C-5.1.9.3)			
11 DISTRIBUTION STATEMENT			

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Vehicle Authorization Analysis Report	VOM - 021		
3 DESCRIPTION/PURPOSE			
Vehicle Managers must have an adequate data base and a structured factor analysis when evaluating vehicle authorization request. Recommendations to the LG/CC to approve or disapprove the initial or continuing authorization must be based on best information available and must be presented to the VAUB in such a manner to be concise, clear, and unequivocally support that recommendation.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS			
Analysis must be typewritten and as a minimum cover those areas identified in AFMAN 24-309, CHAP 2.			
(Contract Reference: C-5.1.7.1)			
11 DISTRIBUTION STATEMENT			

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE SemiAnnual Wing Assessment Inspection Report		2 IDENTIFICATION NUMBER  VOM - 022	
3 DESCRIPTION/PURPOSE An Inspection System is required to maintain fleet in operating order.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Reports must be typewritten, distributed to inspected organizations within 15 days after inspection and file copy retained.  (Contract Reference: C-5.1.10.6)			
11 DISTRIBUTION STATEMENT			

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Annual Vehicle Control Function Assistance Visit Report		2 IDENTIFICATION NUMBER  VOM - 023	
3 DESCRIPTION/PURPOSE An assistance visit to the unit to inspect, discuss unit analysis and resolve vehicle related problems.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP The staff assistance visit evaluates the overall effectiveness of the unit vehicle control program.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Report is conducted, documented and distributed IAW AFman 24- 309, CHAP 2. Copies of the report shall be retained on file by the contractor for duration of the contract.  (Contract Reference: C-5.1.10.7)			
11 DISTRIBUTION STATEMENT			

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Quality Deficiency Reporting/Dull Sword Material Reporting		2 IDENTIFICATION NUMBER  VOM - 025	
3 DESCRIPTION/PURPOSE Report of material failure, equipment malfunction, design deficiency, or unsafe or otherwise unsatisfactory condition to the appropriate agency.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Reports are prepared according to instructions outlined in Technical Order 00-35D-54, AFMAN 24-307 CHAP 1 and AFI 91-103  Contract Reference: C-5.2.4.18)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Time Compliance Technical Order (TCTO) Log Report		2 IDENTIFICATION NUMBER  VOM - 026	
3 DESCRIPTION/PURPOSE Record current status of TCTOs and higher headquarters directed special one-time inspections and service bulletins.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP To all USAF vehicles and related equipment that Vehicle Maintenance has repair/maintenance responsibility.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Reference AFMAN 24-307  (Contract Reference: C-5.2.2.6)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Refundable/Reimbursement Report	VOM - 030		
3 DESCRIPTION/PURPOSE Because on non-interface of OLVIMS with supply and Accounting and Finance (A&F), refund and reimbursement documentation must originate manually.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP The refundable/reimbursement report is used to provide (A&F) the necessary figures for reimbursement requirements for tenant organizations.			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS Instructions for preparing the report are outlined in AFMAN 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE OLVIMS Transaction Listing, VIMS Transaction Edit (PCNSB004-005)		2 IDENTIFICATION NUMBER  VOM - 031	
3 DESCRIPTION/PURPOSE VIMS - The edit list is printed each time the VIMS is run and prints each VIMS input card accepted (IRA), or errored (IRE) during that processing input.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP The edit list or transaction listing is used by Reports and Analysis personnel to insure OLVIMS inputs were accurate and accepted.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Instructions to correct errors are outlined in AFCSM 24-1  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE REMS Reconciliation List (PCNSB004-013)		2 IDENTIFICATION NUMBER  VOM - 032	
3 DESCRIPTION/PURPOSE The REMS Reconciliation List is produced as a result of an interface between Transportation and Base Supply. The purpose of this interface is to exchange data between the two systems, i.e., update the VIMS Vehicle Master File and Base Supply vehicle inventory account.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Reports and Analysis personnel review this listing to insure both systems have been updated properly.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Instructions for making changes and correcting errors are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Scheduled Maintenance by USAF Management Code (PCNSB004-021)		2 IDENTIFICATION NUMBER  VOM - 034	
3 DESCRIPTION/PURPOSE The Scheduled Maintenance Report by USAF Management Code prints only those vehicles that are overdue for scheduled maintenance and those that are coming due. The actual due dates and actual miles/hours/kilometers due are also printed. The intent of this report is not to have the vehicles in shop on the exact date printed, but to balance workload by getting with vehicle using organization after looking at the number due week by week			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Maintenance Control uses this report to balance the workload in the maintenance activity by scheduling vehicles at an appointed time and a specific date.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Scheduled Maintenance Report is automatically produced by the OLVIMS Z-248 computer. Instructions pertaining to this report are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Scheduled Maintenance Report by Organization Code (PCNSB004-022)		2 IDENTIFICATION NUMBER  VOM - 035	
3 DESCRIPTION/PURPOSE The Scheduled Maintenance Report by Organization Code prints only those vehicles that are overdue for scheduled maintenance and those that are coming due. The actual due dates and actual miles/hours/kilometers due are also printed. The intent of this report is to balance the workload in the maintenance activity.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP The Scheduled Maintenance Report is automatically produced by the OLVIMS Computer. Instructions pertaining to this report are outlined in AFCSM 24-1.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Scheduled Maintenance Report is automatically produced by the OLVIMS computer. Instructions pertaining to this report are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Vehicle Master List by USAF Management Code (PCNSB004-023)		2 IDENTIFICATION NUMBER  VOM - 036	
3 DESCRIPTION/PURPOSE The Vehicle Master List is a quick-reference source used by Vehicle Operations and Maintenance Control, and can be used for making one-time repair decisions. All vehicles and equipment for which vehicle maintenance has the primary maintenance responsibility having a master record loaded, will be on this report.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Maintenance Control uses this report before making a decision to repair a vehicle that has exceeded its life expectancy and will cost more than the one-time repair limit to repair it. They can also determine if the vehicle has been in the shop within the last 25 days.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Vehicle Master List is automatically produced weekly by the OLVIMS Z-248 Computer as required. Instruction pertaining to this report are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Vehicle Master List by Organization Code (PCNSB004-024)		2 IDENTIFICATION NUMBER  VOM - 037	
3 DESCRIPTION/PURPOSE All vehicles and equipment for which vehicle maintenance has the primary maintenance responsibility having a master record loaded, will be listed on this report. It is a quick-reference source for Vehicle Operations, Maintenance Control and the using organization.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP This report is for use by the Vehicle Control Officer for each organization. It reflects the quantity and type vehicles assigned as well as the vehicle equivalents and replacement codes.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Vehicle Master List is automatically produced weekly by the OLVIMS Z-248 Computer. Instructions pertaining to this report are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, 1PR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Vehicle Maintenance Management Report (PCNSB004-032)	2 IDENTIFICATION NUMBER  VOM - 038		
3 DESCRIPTION/PURPOSE The Vehicle Maintenance Management Report lists all vehicles and equipment for which vehicle maintenance has the primary maintenance responsibility and a master record has been loaded. It provides useful data in checking vehicle maintenance performance and workload. It contains such data as labor and material cost and VOC on each vehicle or groups of vehicles.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP This report is used for performing analysis and briefing the FAC as well as vehicle managers. It is also used for end of month (VDM/VDP/VOC) reporting to MAJCOM. Last page of report prints an Executive Summary which includes cost per mile, by vehicle type, and total cost per mile for the vehicle fleet. This cost per mile figure is used to bill for Transportation support.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Vehicle Maintenance Management Summary is produced monthly and instructions pertaining to this report are outlined in AFC SM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Vehicle Static Maintenance Data List (PCNSB004-048)		2 IDENTIFICATION NUMBER  VOM - 039	
3 DESCRIPTION/PURPOSE The Vehicle Static Maintenance List is only produced when requested. It is produced in registration number sequence and can be for selected vehicles or all vehicles. It portrays a "snapshot" picture of the static data at the time of the last record update. This list readily identifies errors in the static data which will cause the Scheduled Maintenance Report not to update as programmed.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP This list is used by Reports and Analysis to find errors in the static data on vehicles that did not update on the Scheduled Maintenance Report. Correct miles/hours/kilometers input is the key to the update system. Compare the vehicle static maintenance data to the data reflected in each new issue of Technical Order 36A-1-1301, Vehicle Management Index File, (updated approximately each six months).			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS Instructions to correct static maintenance data are contained in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Quarterly Summary Transmittal List Quarterly Correction List (PCN 056)		2 IDENTIFICATION NUMBER  VOM - 040	
3 DESCRIPTION/PURPOSE The Quarterly Summary Transmittal Listing prints after the first (and any following) correction input. It gives the same totals by type of labor and prints the same balancing messages as the PCN 043.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Reports and Analysis reviews this listing to insure the corrected inputs have been accepted and are correct. Also insures that everything balances.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Quarterly Summary Transmittal Listing is produced quarterly and instructions pertaining to the listing are outlined in AFC SM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Quick Reference List (PCNSB004-063)	VOM - 041		
3 DESCRIPTION/PURPOSE			
The Quick Reference List is produced when requested and is in management code sequence. It provides source data on all assigned vehicles.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP			
This list is intended to give the maintenance controller all the source data needed to open a work order on any assigned vehicle. This product should be requested on a frequent basis to insure information is current as possible. Compare the vehicle static maintenance data to the data reflected on each new issue of T.O. 36A-1-1301, Vehicle Management Index File (updated approximately each six months).			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS			
Information pertaining to the Quick Reference List is contained in AFCSM 24-1.			
(Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00001

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Odometer/Hourmeter Reconciliation List (PCNSB004-064)		2 IDENTIFICATION NUMBER  VOM - 042	
3 DESCRIPTION/PURPOSE This report is made in 55 calendar day intervals in organizational code sequence. This list is intended to identify vehicles which have not had an actual odometer update in 55 days or longer.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Once Vehicle Control personnel have updated this list, the odometer/hourmeter readings are input into OLVIMS. This provides a means in which the OLVIMS System can update the mileage estimator.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS The Odometer/Hourmeter Reconciliation List is produced automatically every 55 days. Instructions pertaining to this list are outlined in AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE OLVIMS Automated Analysis (PCNSB004-115)	2 IDENTIFICATION NUMBER  VOM - 043		
3 DESCRIPTION/PURPOSE Provides OLVIMS data in performance chart format.			
4 APPROVAL DATE  NA	5 OFFICE OF (OPR)  NA	6a DTIC  NA	6b GIDEP  NA
7 APPLICATION/INTERRELATIONSHIP Charts are used to portray input data consolidated monthly to represent performance indicators.			
8 APPROVAL LIMITATION  NA	9a APPLICABLE FORMS  NA	9b AMSC NUMBER  NA	
10 PREPARATION INSTRUCTIONS AFSCM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
OLVIMS In Shop Listing/VOC Report	VOM - 044		
3 DESCRIPTION/PURPOSE Provides status of vehicles in maintenance for repair and VOC status daily to include VOC status to date.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP Report is used as quick reference for in shop vehicle status, and workload control.			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS AFCSM 24-1.  (Contract Reference: C-5.4)			
11 DISTRIBUTION STATEMENT			

DD FORM 1664, APR 89

F41612-96-C0001

Revised Page

Modification  
P00004

MEMORANDUM FOR 82 LG/CC

FROM: 82 LG/LGTO/LGTM, Stop 13

11 DEC 1995

SUBJECT: Minimum Mission Essential List

The attached Minimum Mission Essential List is submitted for approval IAW AFI 24-301, Para 1.2.5.1.

F41612-96-C0001

Revised Page

Modification  
P00004

187A

MEMORANDUM FOR 82 LG/CC

FROM: 82 LG/LGTO, Stop 13

SUBJECT: Vehicle Priority Recall List

11 DEC 1996

| The attached Priority Recall List is submitted IAW AFI 24-301, Para 1.2.5.1. All general purpose and some "common use" types of special purpose vehicles assigned to the base have been assigned a priority of 1, 2, or 3. Vehicles are recalled in reverse order, i.e., priority 3 is called first. The attached list of recall eligible vehicles has been reviewed and coordinated with each Unit Vehicle Control Officer.

CONTINGENCY PLAN LISTING  
SECURITY CLASSIFICATION: SECRET

TITLE AND NR: Mobility Plans						
SECURITY CLASSIFICATION: Secret						
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	EST DURATION	OTHER SUPPORT
Provide drivers and vehicles as required, brief drivers on driving requirement and procedures for use of SF 149, AF FM 15, AF FM 626 and DD FM 836's if required	MOPS as Required	None	Trucks/Trac/Trailers vehicles for convoy if required	Estimated 10 per year and more often if required	12-16 Hours	As Required
TITLE AND NR: Support For AETC Inspection Teams						
SECURITY CLASSIFICATION: Unclassified						
DESCRIPTION	PLAN SUPPORTED	VEH OPR CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Provide vehicle support for arrival, during and departure of inspection team	123-94	None	As Required	Est. 5-6 Per yr or as required to support inspection requirements	Visit 1-2 Wks	Pickup, deliver, return, clean and service UDI & rentals
TITLE AND NR: War and Mobilization Plan						
SECURITY CLASSIFICATION: Secret						
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Base must prepare to meet wartime or full mobilization posture	AFI 32-4001/4002	Secret	Provide Vehicle Operations and maintenance support as required	8 times per year	Unknown	NA
TITLE AND NR: AETC Sup 1 to 4th Army Plan						
SECURITY CLASSIFICATION: Unclassified						
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Movement of cargo during national emergencies		None	Provide vehicles and drivers to the Army as required	Unknown		Vehicles provided shall be in T.O. 36-1-23 condition
TITLE AND NR: Resource Protection Plan						
SECURITY CLASSIFICATION: Unclassified						
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Protection of Base Resources and Installation Security	31-209	None	As Required	Est. 4 Per year	1-8 hours	Provide Priority Maintenance on type vehicles used
TITLE AND NR: Work Stoppage of Federal Employees						
SECURITY CLASSIFICATION: Unclassified						
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Threatened or actual work stoppage of federal employees	201	None	As Required	As Required	Unknown	As Required

AF FORM 3126

PAGE 1 OF 3 PAGES

F41612-96-C0001

Revised Page

Modification P00004

TITLE AND NR: Labor Strike Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Provide vehicle support as required to insure no interruption of services.	202	None	As Required	As Required	Unknown	Vehicles sent to other bases must be in TO 36-1-23 condition

  

TITLE AND NR: STC Mobility Energy Curtailment Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Support Aircraft and Ground Fuels Shortages	205	None	As Required	Unknown	Unknown	Discontinue use of assets as directed

  

TITLE AND NR: Disaster Preparedness Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Support various types of disasters that may occur on and or off-base.	32-1	None	As Required	10-12 per year	1-2 hours	Provide OSDGC representative

  

TITLE AND NR: Civil Disturbance Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Provide support to local community to repress disturbances.	55-2	None	As Required	As Required	Unknown	As Required

  

TITLE AND NR: Curtailment of Military Training		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Emergency suppression or curtailment of training at military or technical training centers	401	None	As Required	As Required	Unknown	As Required

  

TITLE AND NR: Anti-Hijacking		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Anti-Hijacking and of unauthorized aircraft movement	502	None	Make vehicles available as required	1-2 per year	1-2 hours	As Required

  

TITLE AND NR: Weather Support Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Severe weather is predicted in local area.	505	None	NA	8-10 per year	.5 hours	Notify fuels Branch and Computer room by phone

TITLE AND NR: Hurricane Evacuation		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Base has been identified as a safe haven for aircraft	557	None	1-2 Buses to transport aircraft crews as required	As Required	2-4 hours	NA

  

TITLE AND NR: Spill Prevention, Control and Counter Measures Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Report all spills or leaks of potential pollution.	705	None	As Required	As Required	Unknown	Report all spills or leaks of potential pollution

  

TITLE AND NR: Snow Removal and Ice Control Plan		SECURITY CLASSIFICATION: UNCLAS				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Snow removal and ice control for Sheppard.	SAFBI	None	NA	1-2 per year	4-8 hours	Priority maintenance 24 hours per day basis

  

TITLE AND NR: Management of Recoverable and Used Liquid Petroleum Products		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Manage and recover all petroleum products.		None	As Required	As Required	Unknown	As Required

  

TITLE AND NR: AFROTC Jet Orientation Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Provide vehicles/drivers as required for tour/orientation.		None	As Required	Est. 1 per year	2-4 hours	As Required

  

TITLE AND NR: Hazardous Waste Management Plan		SECURITY CLASSIFICATION: Unclassified				
DESCRIPTION	PLAN SUPPORTED	DRIVER CLEARANCE	TRANSPORTATION SUPPORT	EXERCISE FREQUENCY	ESTIMATED DURATION	OTHER SUPPORT
Provide vehicles as required		None	As Required	As Required	Unknown	As Required



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

MEMORANDUM FOR 82 LG/LGT, Stop 13

28 September 1994

FROM: 82 LG/LGTO, Stop 13

SUBJECT: Permissible Operating Distance (POD) for Sheppard AFB,  
Texas

1. The following POD, with exceptions, is established for Sheppard AFB, Texas: (Auth: AFMAN 24-309, Chap 1.)

a. North: 10 miles to include Burkburnett, Texas. Required for normal operations and to support transportation requirements for 366 TRS Civil Engineering Sanitation Course.

b. West: Electra, Texas to support transportation requirements for 366 TRS Civil Engineering Sanitation Course. Base units, as required, to transport waste materials to the Wichita Falls City Landfill Site.

c. South: Not to exceed the Wichita Falls city limits. Required to fulfill routine base support in the local area.

d. East: Not to exceed the Wichita Falls city limits. Required to fulfill routine base support in the local area.

2. Request the following exceptions to the POD be approved:

a. Auxiliary Air Field located at Frederick, Oklahoma, in support of the 80th Flying Training Wing, 50 miles from Sheppard Air Force Base. The following activities have a continuing requirement for support of this facility:

- (1) 82 CES (Civil Engineering Squadron)
- (2) 82 CS (Communications Squadron)
- (3) Fuels Management (POL)
- (4) 82 LG/LGTO (Vehicle Operations)
- (5) 80th Flying Training Wing
- (6) 82 TRW/SE (Center Safety)